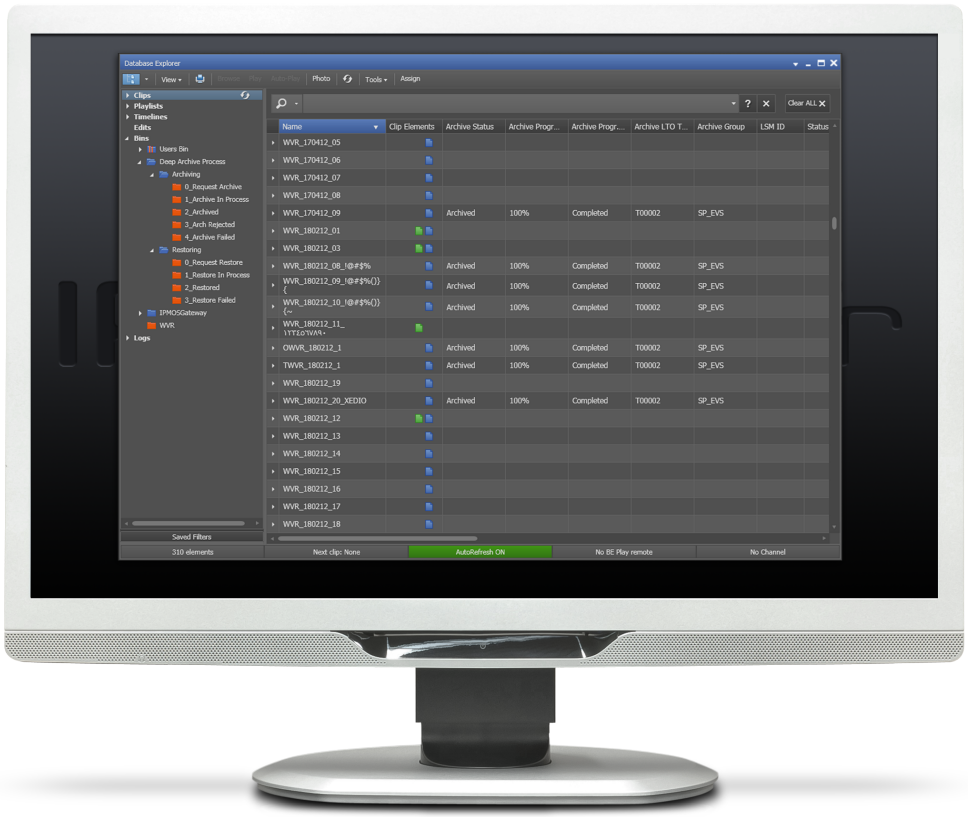
USER MANUAL

DEEP ARCHIVE MANAGER

Version 1.5 - March 2015



IP2Archive

Disclaimer

This manual and the information contained herein are the sole property of EVS Broadcast Equipment SA and/or its affiliates (EVS) and are provided “as is” without any expressed or implied warranties, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. In particular, EVS makes no warranty regarding the use or the consequences of use of this manual and the information contained herein. Furthermore, EVS may not be held liable for any direct or indirect, incidental, punitive or consequential loss, damage, cost or expense of any kind whatsoever and howsoever resulting from the normal or abnormal use of this manual and the information contained herein, even if advised of the possibility of such loss, damage, cost or expense.

While every effort has been made to ensure that the information contained in this manual is accurate, up-to-date and reliable, EVS cannot be held liable for inaccuracies or errors that may appear in this publication. The information in this manual is furnished for informational purpose and use only and subject to change without notice.

This manual cancels and replaces any previous versions thereof.

Copyright

Copyright © 2003-2015 EVS Broadcast Equipment SA. All rights reserved.

This manual may not be reproduced, transcribed, stored (in a database or an retrieval system), translated into any language, computer language, transmitted in any form or by any means – electronically, mechanically, printed, photocopied, optically, manually or otherwise – in whole or in part without the prior written consent of EVS.

Trademarks

All product and brand names are registered trademarks and trademarks of EVS or of their respective owners.

Improvement Requests

Your comments will help us improve the quality of the user documentation. Please send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.com.

Regional Contacts

You will find the full list of addresses and phone numbers on the following webpage: http://www.evs.com/contacts.

User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.com/downloadcenter.

Table of Contents

TABLE OF CONTENTS III

WHAT'S NEW VII

1. ABOUT THE APPLICATION 1

2. INSTALLING THE APPLICATION 5

3. STARTING THE APPLICATION 5

3.1. After Installation 5
3.2. After Configuration 6
3.3. Version and License Check 8

4. USER INTERFACE 10

4.1. Main Window 10
4.2. File Data 16
4.3. Archive Candidates Tab 17
4.4. Refused Tab 20
4.5. Archive Queue Tab 23
4.6. Archived Tab 25
4.7. Remove Online Copy Queue Tab 28
4.8. Online Copy Removed Tab 30
4.9. Restore Queue Tab 33
4.10. Restored Tab 36
4.11. Purge Candidates Tab 39
4.12. Purge Queue Tab 42
4.13. Purged Tab 44
4.14. Search Tab 47

5. ARCHIVING, RESTORING AND PURGING FILES 49

5.1. Searching for Files 50
5.1.1. Introduction 50
5.1.2. How to Search for Files 50
5.2. Previewing Files 56
5.3. Adding Notes to Files 59
5.4. Archiving and Refusing Files 60
5.4.1. Archiving Files 60
5.4.2. Refusing Files 69

5.5. Removing the Online Copy 74
5.5.1. Manually Removing the Online Copy 74
5.5.2. Removing the Online Copy by Filter 75
5.5.3. Locking and Unlocking Archived Files 75
5.5.4. Removing Partially Restored High-Resolution Files 76
5.5.5. Remove Online Copy Status 76
5.6. Restoring Files 77
5.6.1. Restoring Archived Files 77
5.6.2. Locking and Unlocking Restored Files 78
5.6.3. Restore Status 78
5.7. Purging Files 79
5.7.1. Manually Purging Archived Files 79
5.7.2. Manually Purging Archived Files Without Online Copy 81
5.7.3. Manually Purging Restored Files 82
5.7.4. Purging Files by Filter 84
5.7.5. Refusing Files from Being Purged 85
5.7.6. Purge Status 86
5.7.7. Changing the Tape Group 87
5.8. Canceling Jobs 87
5.9. Synchronizing LTO Tape IDs 89
5.9.1. Display of Multiple LTO Tapes 89
5.9.2. Synchronizing the LTO Tape IDs of a Single File 91
5.9.3. Synchronizing the LTO Tape IDs of All Files 91
5.10. Errors 93
5.10.1. Types of Errors 93
5.10.2. Handling Errors From the Deep Archive System 94
5.10.3. Handling Other Errors 95

6. MANAGING GRIDS 96

6.1. Introduction 96
6.2. Manipulating Columns 96
6.2.1. Adjusting the Width of Columns 96
6.2.2. Reordering Columns 97
6.2.3. Adding and Removing Columns 98
6.2.4. Hiding and Unhiding Columns 99
6.3. Copying Data 100
6.4. Sorting Data 100
6.5. Filtering Data 101
6.5.1. Filtering by Values From a Column 101
6.5.2. Filtering by Criteria 102
6.6. Grouping Data 105
6.7. Performing Basic Calculations on Data 107
6.7.1. Footers and Basic Calculations 107
6.7.2. Performing Basic Calculations on Non-Grouped Data 108
6.7.3. Performing Basic Calculations on Grouped Data 110

6.7.4. Removing Footers 111
6.8. Printing and Exporting Data 112

7. CONFIGURING THE APPLICATION 113

7.1. Settings Window 113
7.2. User Settings 115
7.2.1. Overview User Settings Subcategories 115
7.2.2. Options Tab 115
7.2.3. Language Tab 117
7.2.4. Player Tab 117
7.3. System Settings 119
7.3.1. Overview System Settings Subcategories 119
7.3.2. Oracle Connection Tab 120
7.3.3. E-Mail Options Tab 123
7.3.4. IPDirector API Tab 125

What's New

In theUser Manual the icon

has been added on the left margin to highlight information on new and updated features.

The changes linked to new features in version 3.7 are listed below.

The application now writes files to the AppData folder instead of it's own executable folder.

Added logout function to the File menu.

- See section "Main Window" on page "10".

Deep Archive Manager now keeps track of multiple LTO tape IDs.

- See section "Synchronizing LTO Tape IDs" on page "89".

Deep Archive Manager now allows to search for multiple LTO tape IDs.

- See section "Searching for Files" on page "50".

Archive, restore, remove online copy and purge jobs can now be canceled.

- See section "Canceling Jobs" on page "87".

Added support for Shuttle Pro.

- See section "Player Tab" on page "117".

Deep Archive Manager is now compatible with the IPDirector API 06.60.

- See section "IPDirector API Tab" on page "125".

1. About the Application

General Description

IP2Archive can be considered the portal to the deep archive system. It allows librarians to manage the nearline storage by archiving and restoring files to and from the deep archive.

It displays the files that have been requested to be archived or restored.

In the first case, the files are displayed as archive candidates. A user can manually make a selection and accept or reject files. The accepted files will be archived to LTO tape, the refused files will remain on the nearline storage. The archive process of each file can be monitored. Once the process has been completed, the user gets an overview of all the files that have been archived.

In the second case, the user can monitor the restore process of each file.

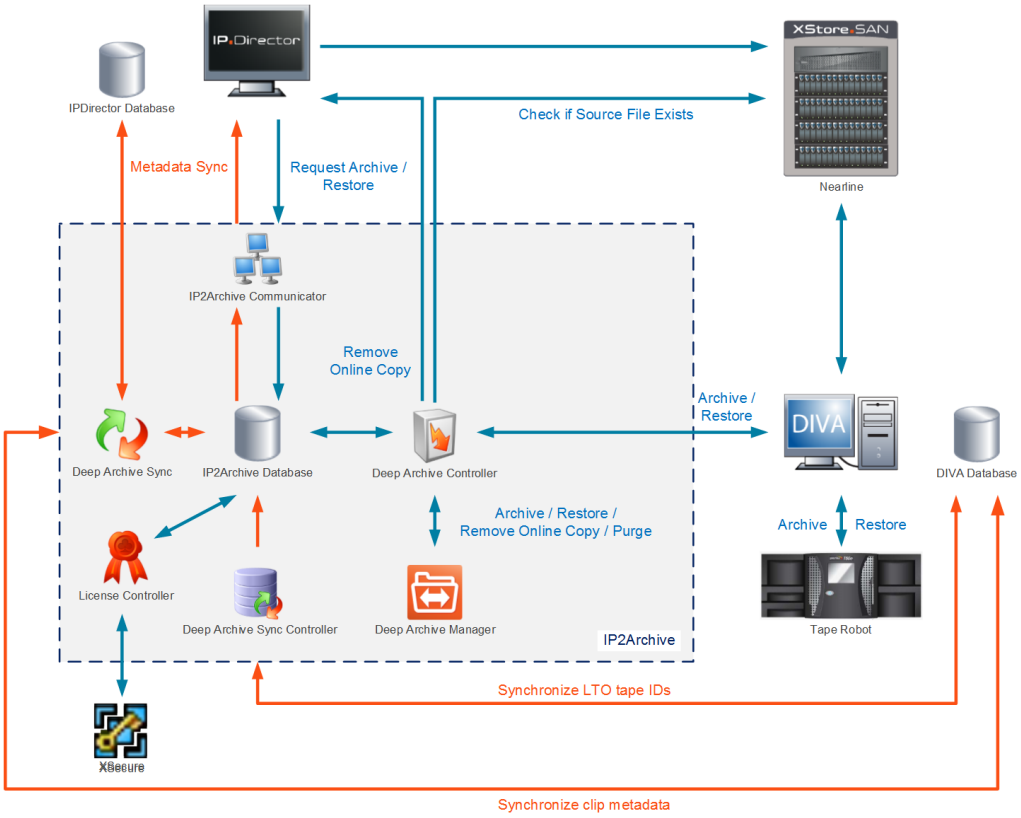
Deep Archive Manager also allows the user to delete files from the nearline storage, to purge archived files from LTO tape or to restore archived files to the nearline storage. Again, the status and progress of each of these processes can be monitored.

Deep Archive Manager can also be configured to automatically archive, refuse and purge particular types of files, and to remove them from the nearline storage.

Workflow

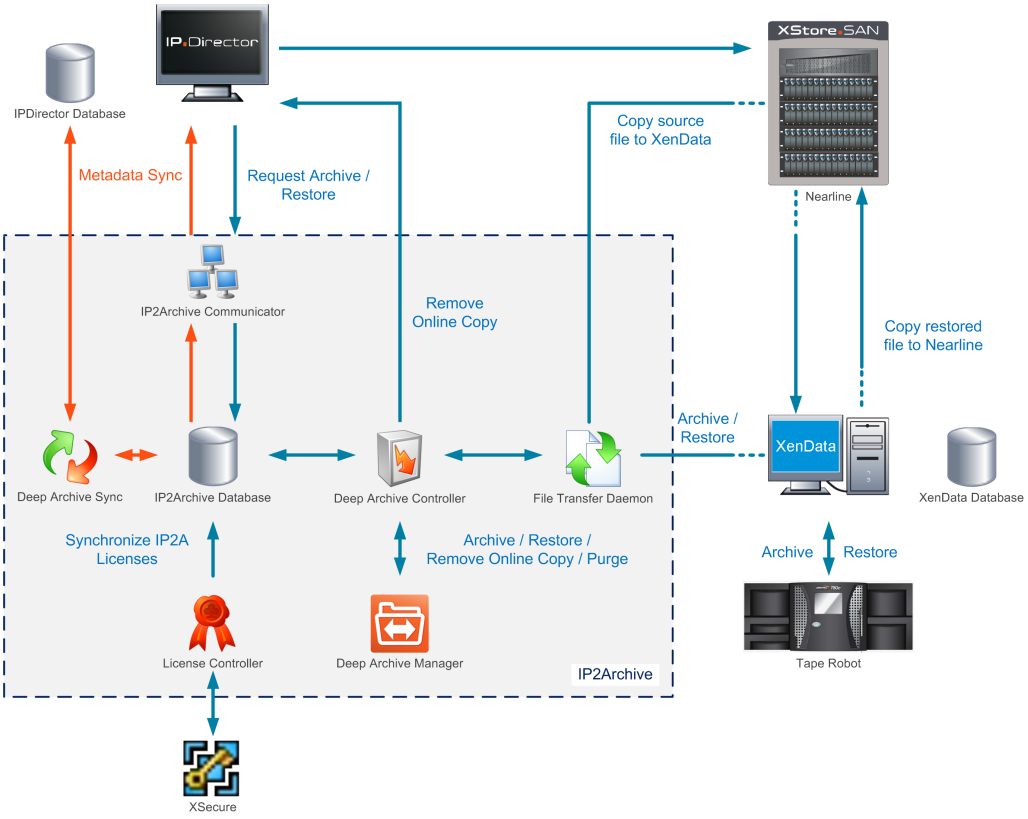
Interfacing with Front Porch Digital's DIVArchive

The diagram below shows the interactions between IPDirector and the various IP2Archive software components, and between the various IP2Archive software components and the HSM system DIVArchive.



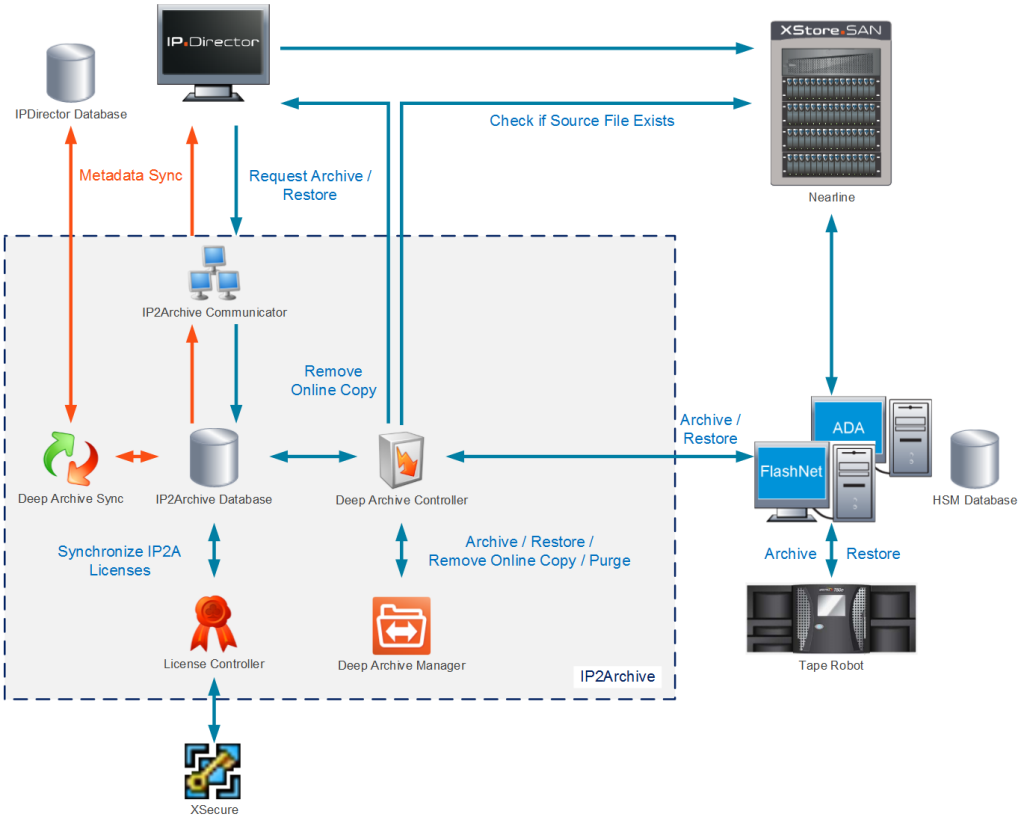
Interfacing with XenData's Digital Archive

When IP2Archive interfaces with XenData's Digital Archive, File Transfer Daemon is used to communicate with the HSM. No synchronization is possible between the IP2Archive database and the HSM database.



Interfacing with SGL's FlashNet and Atempo's Digital Archive

The following diagram shows the interactions between IPDirector and the various IP2Archive software components, and between the various IP2Archive components and SGL's FlashNet or Atempo's Digital Archive. No synchronization is possible between the IP2Archive database and the HSM database.



2. Installing the Application

See the IP2Archive Installation manual for more information on how to install the application.

3. Starting the Application

3.1. After Installation

To start the application after installation, proceed as follows:

1. Double-click the Deep Archive Manager icon on the server desktop to start the application. You can also launch the application by double-clicking the executable file (.exe) in the installation folder.

   The application splash screen appears while the application logs into the IP2Archive database.

   Then, the Settings window appears allowing you to configure the application. See section "Settings Window" on page "113".

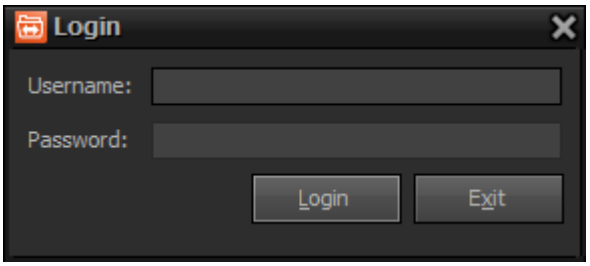
3.2. After Configuration

To start the application after it has been configured, proceed as follows:

1. Double-click the Deep Archive Manager icon on the server desktop to start the application. You can also launch the application by double-clicking the executable file (.exe) in the installation folder.

   The application splash screen appears while the application logs into the IP2Archive database.

   Then, a Login dialog box appears.

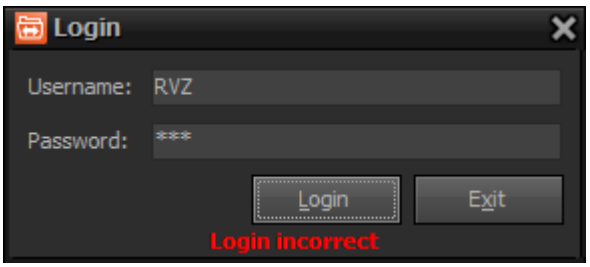
   

   To be able to log into the application, you need to belong to a user group that has a role which allows to use the application.

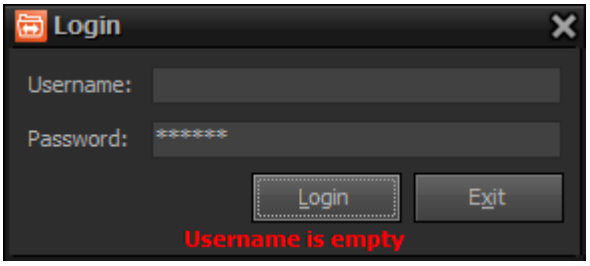
2. Enter your username and password and click **Login**. The main window of the application opens.

You get an error notification if:

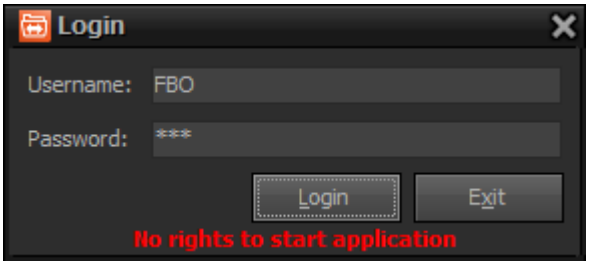
- you have entered a wrong username or password.

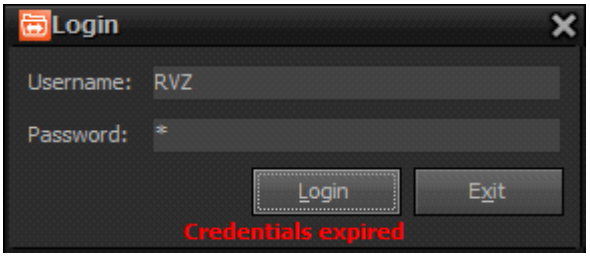
- you have omitted your username.



- you have insufficient user rights.



- your user account has expired.



Warning
If you have lost your password, a new password will have to be set in the Configurator. Contact your system administrator.

3.3. Version and License Check

Introduction

The version of the application and the validity of the application license will be checked when the application logs into the IP2Archive database at startup. The status of the version or the license that is returned is displayed on the application splash screen.

Version and License Statuses

The following version and license statuses can be returned:

Status	Description	Color	Action Required
Current	The actual version of the application.	no color	No action required. The application starts automatically.
Outdated	A newer version of the application exists, but this version can still be used. The application version that should be installed is displayed.	red	Click **OK** to start the application at once. By default, the application starts automatically after 10 seconds.
Obsolete	A newer version of the application exists and must be used. This version may not be used anymore. The application version that should be installed is displayed.	red	Click **OK** to continue. The application shuts down.
Undefined	The version of the application is not defined in the IP2Archivedatabase.	black	Click **OK** to continue. The application shuts down.
Beta	A test version.	blue	Click **OK** to start the application. By default, the application starts automatically after 10 seconds.

Status	Description	Color	Action Required
License About to Expire	The license period is about to expire. It is shown in how many days the license will expire. Contact your system administrator or check the License Controller manual.	orange	Click **OK** to start the application at once. By default, the application starts automatically after 10 seconds.
License Expired	The license period has expired. The date when the license expired is displayed. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.
No Valid License	There was no valid license found in the database. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.
Maximum Licenses Reached	The maximum number of instances <NUMBER OF LICENSES> for the license has been reached. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.

4. User Interface

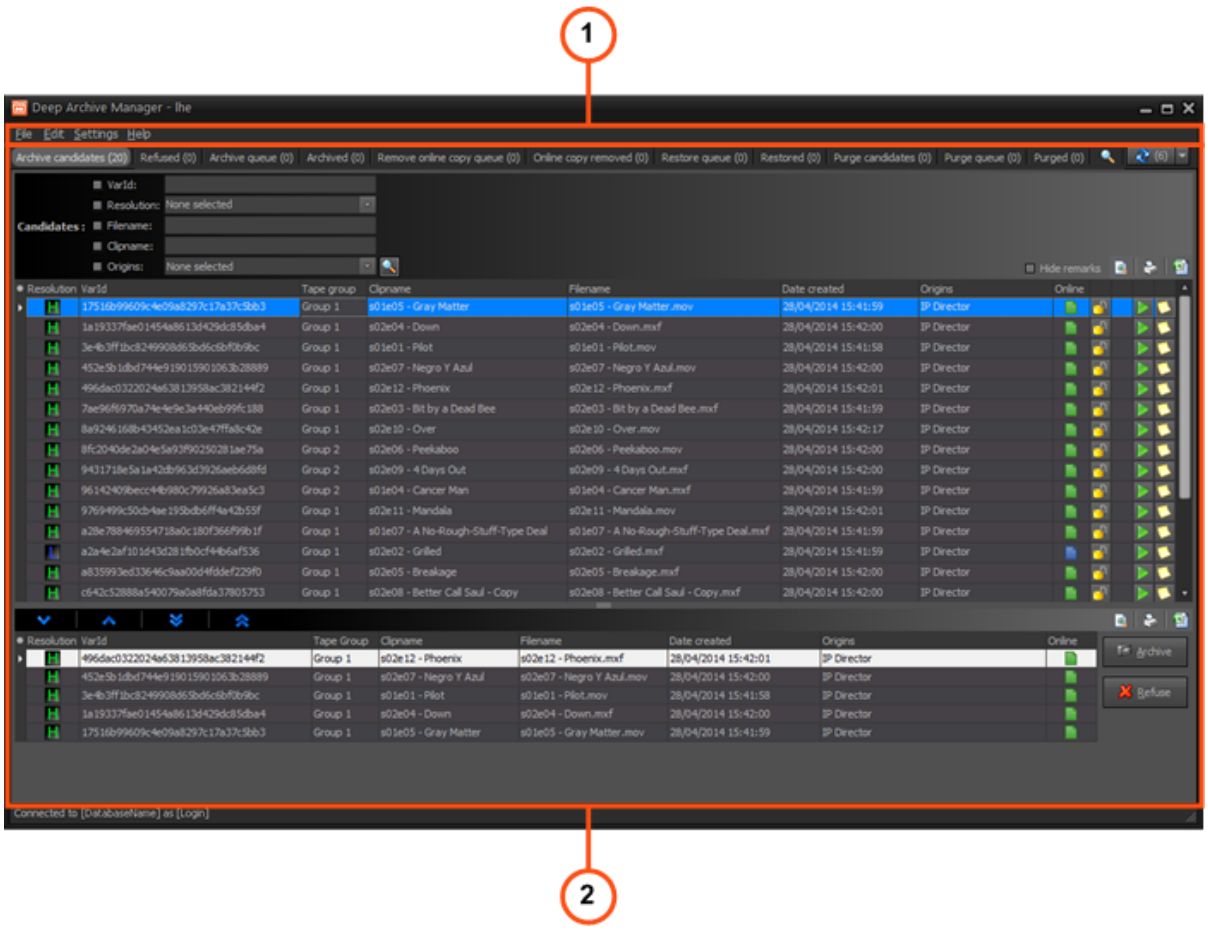
4.1. Main Window

General Description

The main window displays the files that have been requested to be archived, restored or purged. It allows the user to manually start the archive, online copy removal, restore or purge process for a selection of clips. It also allows to monitor the status and progress of these processes for each clip.

Illustration

The main window contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the main window:

Part	Name	Description
1.	Menu bar	The Menu bar contains four menus: **File**, **Edit**, **Settings** and **Help**.
2.	Tabs	The tabs represent a stage in the archive, restore, purge or online copy removal process. They allow to select files and manually start a process and to monitor the status and progress of each process.

NEW !

Menu Bar

The menu bar contains four menus: **File**, **Edit**, **Settings** and **Help**.

File Menu

The **File** menu contains two commands: **Logout** and **Exit**.

Click the **File** menu or use the keyboard shortcut keys **ALT** + **F** or **F10** + **F** to open it.

Click **Exit** or use the keyboard shortcut key **X** to exit the application.

Click **Logout** or use the keyboard shortcut key **O** to log out of the application.

Edit Menu

The **Edit** menu contains tree commands: **Change All Groups**, **Cancel All Jobs** and **Sync All Tape IDs**.

Click the **Edit** menu or use the keyboard shortcut keys **ALT** + **E** to open it.

With the **Change All Groups** command you can change the LTO tape group of all files in the Archive Candidates, Refused or Purged tab. This command is only active in these tabs.

With the **Cancel All Jobs** command you can cancel all jobs in the Archive Queue, Restore Queue, Remove Online Copy Queue or Purge Queue tab. This command is only active in the queue tabs.

With the **Sync All Tape IDs** command you can synchronize the LTO tape IDs of all files that are visible in a particular tab. This command is not available in the Archive Candidates, Refused, Archive Queue, Purge Queue and Purged tab.

Settings Menu

The **Settings** menu does not contain any commands. It immediately gives access to the application settings. Click the **Settings** menu or use the keyboard shortcut keys **ALT** + **S** or **F10** + **S** to access the settings.

Help Menu

The **Help** menu contains the following commands: **Help**, **Context-Sensitive Help** and **About**.

With the **Help** command you can open the application help file.

With the **Context-Sensitive Help** command you can turn on or off the context-sensitive help mode. In context-sensitive help mode, when you click a user interface item, help for that item is displayed. You can also turn on or off context-sensitive help mode by pressing **F1**.

With the **About** command the application about box can be opened. The about box displays the application software version, the date until which the application license is valid, the name and version of the database the application is logged on to and the login name used.

Click **About** or use the keyboard shortcut key **A** to open the application about box.

Tabs

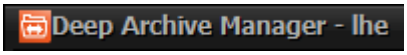
The main window contains nine tabs. The table below briefly describes the function of each tab.

Tab	Description
Archive Candidates	This tab shows a list of high- and low-resolution video files that have been requested to be archived. You can search for and select the files you want to archive, if necessary change the LTO tape group they will be archived to and start the archive process. You can also refuse certain files from being archived. See section "Archive Candidates Tab" on page "17".
Refused	This tab shows a list of files that have been manually or automatically refused in the Archive Candidates tab. You can search for and select the files you want to archive after all, make a selection, if necessary change the LTO tape group they will be archived to and start the archive process. You can also delete files from Deep Archive Manager and from the database. See section "Refused Tab" on page "20".
Archive Queue	This tab shows a list of files that have been requested to be archived. You can change the order in which the files will be archived and also monitor the progress and status of the archive process. See section "Archive Queue Tab" on page "23".
Archived	This tab shows a list of files that have been archived on LTO tape. It also shows the files that have been fully restored to the nearline storage. You can search for and select the files you want to remove from the nearline storage, make a selection and start the removal process. See section "Archived Tab" on page "25".
Remove Online Copy Queue Tab	This tab shows a list of files that have been requested to be removed from the nearline storage. You can monitor the progress and status of the removal process. See section "Remove Online Copy Queue Tab" on page "28".
Online Copy Removed Tab	This tab shows a list of files that have been removed from the nearline storage. You can search for and select the low-resolution files that are still online, make a selection and start the archive process. You can also search for and select the files that are no longer online, make a selection and start the restore process. See section "Online Copy Removed Tab" on page "30".

Tab	Description
Restore Queue Tab	This tab shows a list of files that have been requested to be restored to the nearline storage. You can change the order in which the files will be restored and also monitor the progress and status of the restore process. See section "Restore Queue Tab" on page "33".
Restored Tab	This tab shows a list of files that have been fully or partially restored. You can search for and select the files you want to remove from the nearline storage again, make a selection and start the removal process. You can also search for and select the files you want to purge from LTO tape and start the purge process. See section "Restored Tab" on page "36".
Purge Candidates Tab	This tab shows a list of files that have been automatically requested to be purged from LTO tape. You can search for and select the files you want to purge and start the purge process. You can also refuse certain files from being purged. See section "Purge Candidates Tab" on page "39".
Purge Queue Tab	This tab shows a list of files that have been requested to be purged from LTO tape. You can monitor the progress and status of the purge process. See section "Purge Queue Tab" on page "42".
Purged Tab	This tab shows a list of files that have been purged from LTO tape. You can search for and select the files you want to archive again, if necessary change the LTO tape group they will be archived to and start the archive process. See section "Purged Tab" on page "44".
Search Tab	This tab allows you to search for files in the database using a number of predefined search criteria. See section "Search Tab" on page "47".

Username

The username of the person that is currently logged in is displayed next to the application title.



Refresh Button

The **Refresh** button allows you to manually refresh the data that is displayed in the various grids. Click the arrow next to the **Refresh** button to enable or disable the autorefresh functionality.

The autorefresh functionality can also be enabled or disabled in the settings and a refresh rate can be specified.

See section "Options Tab" on page "115".

Counter

Each tab has a counter indicating the number of records it contains.

It should be noted that the counter does not take into account the filters that may be possibly applied.

4.2. File Data

The grids in all the tabs of Deep Archive Manager display the following information about each file:

File Data	Description
VarID	A 32-character ID with variable length and format. It is automatically assigned by IPDirector to new clips. It is mainly used to ensure redundancy on the system.
Resolution	Icon indicating if the file is a high- ( ) or low-resolution ( ) video file.
Tape Group	Name of the LTO tape group.
Clip Name	Name of the IPDirector clip the file belongs to.
Filename	Name of the of the file.
Date Created	Date and time the file appeared in Deep Archive Manager as archive candidate.
Type	File content type.
Origins	Application or system through which the file entered the deep archive system.
Online	Indicates if the file is present on the nearline storage or not. • A green icon ( ) indicates that the high-resolution file is online. • A blue icon ( ) indicates that the low-resolution video file is online. If the high- or low-resolution video file is offline, i.e. not available on the nearline storage, no icon is displayed.
	This button is used to play out the low-resolution video file of the clip in a media player. Depending on the settings, this button will be visible or not. See section "Options Tab" on page "115".
/	This button indicates if notes have been added to the clip. It allows you to add new and modify existing notes. See section "Adding Notes to Files" on page "59".

Each tab also displays additional information that is relevant for that specific tab.

4.3. Archive Candidates Tab

Overview

General Description

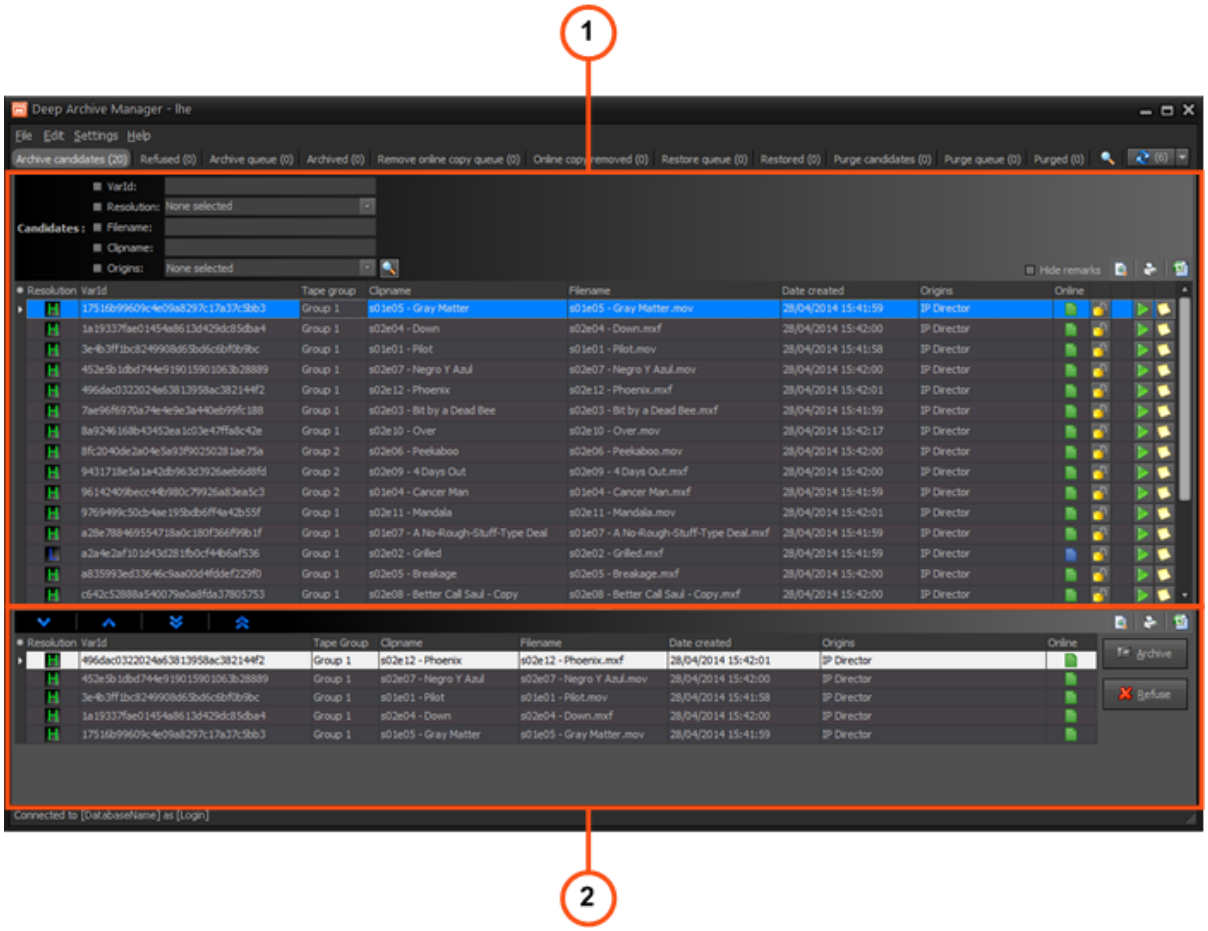
The Archive Candidates tab shows the files that have been requested to be archived. The request can originate from IPDirector or from within Deep Archive Manager.

It allows you to manually accept or refuse files to be archived.

You can also change the LTO tape group of all or just a selection of files.

Illustration

The Archive Candidates tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Archive Candidates tab:

Part	Name	Description
1.	Candidates grid	This grid displays the files that have been requested to be archived.
2.	Selected Files grid	This grid contains the files the user has selected because he wants to archive them or because he wants to refuse the archiving.

Candidates Grid

The Candidates grid displays the files which may qualify to be archived.

Search Fields

A number of search fields are provided which allow you to search for files by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of the clip they belong to
- their origins

See section "Searching for Files" on page "50".

Additional File Data

The following additional clip data is displayed:

- **OnAirDate**: The date and time the file was broadcasted. This only applies to files that originate from a playout system.
- / : This button indicates if a file can be manually or automatically archived or refused. Depending on your user rights, this button will be available or not. See section "Locking and Unlocking Files" on page "67".

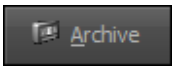
You can change the LTO tape group of one or more files, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "87".

Selected Files Grid

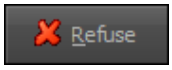
This grid contains the files that you have selected from the Candidates grid and want to archive or refuse.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Archive** button 

you can manually start the archiving of the high- and low-resolution video files you added to this grid. See section "Archiving Archive Candidates" on page "60"

With the **Refuse** button 

you can reject the archiving of the files you added to this grid. See section "Refusing Archive Candidates" on page "69".

If the Selected Files grid does not contain any files, the **Archive** and **Refuse** button are unavailable.

Note
Depending on your user rights, the Selected Files grid will be visible or not. For more info, contact your system administrator.

4.4. Refused Tab

Overview

General Description

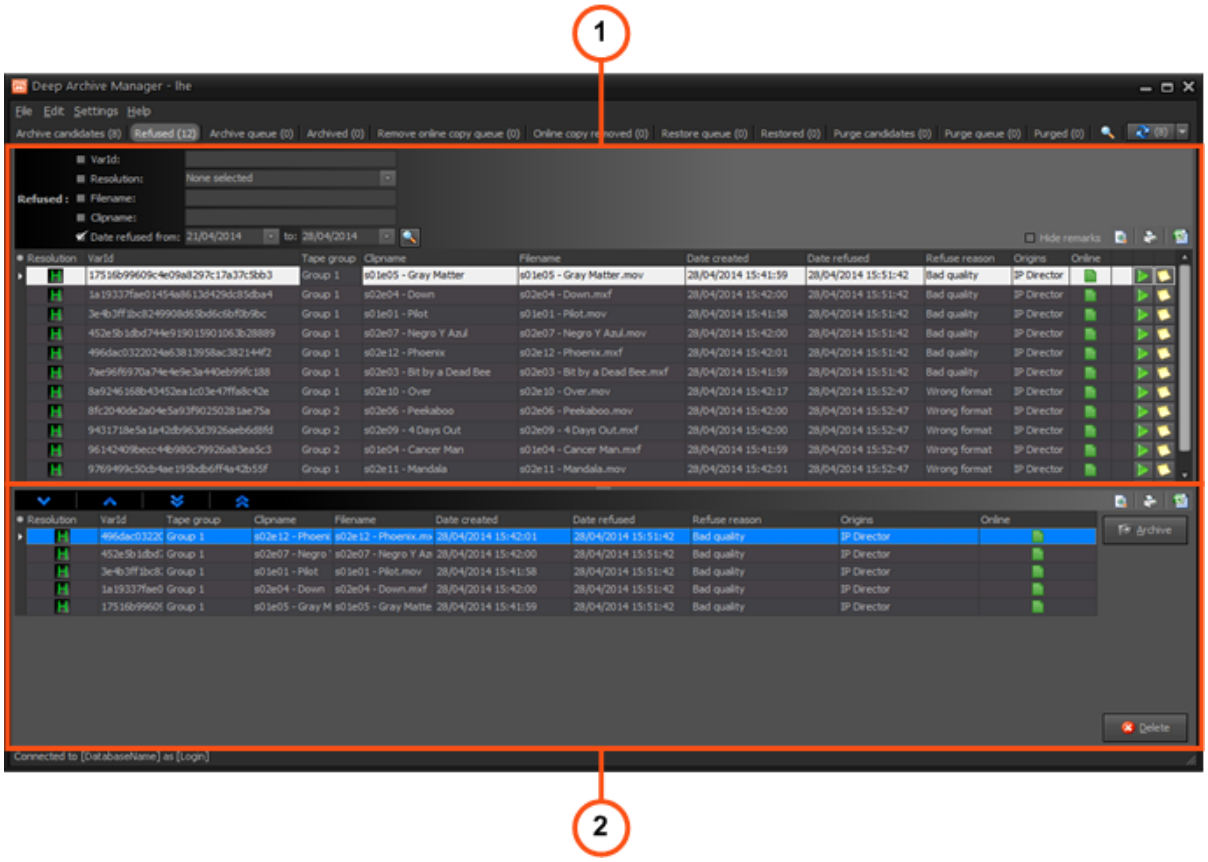
The Refused tab displays a list of files that have been manually refused by the user in the Archive Candidates tab or has been automatically refused by Deep Archive Manager after a particular period of time.

It allows you to archive the files that have been refused after all, or to delete them from Deep Archive Manager and from the database.

You can also change the LTO tape group of all or just a selection of files.

Illustration

The Refused tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Refused tab:

Part	Name	Description
1.	Refused grid	This grid displays the files that were refused in the Archive Candidates tab.
2.	Selected Files grid	This grid contains the files the user has selected because he wants to archive or remove them from Deep Archive Manager.

Refused Grid

By default, the Refused grid displays the files that have been refused in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "115".

Search Fields

A number of search fields are provided which allow you to search for files by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of the clip they belong to
- the date or period in which they were refused

By default, the **Date Refused From** check box is selected. See section "Searching for Files" on page "50".

Additional File Data

The following additional file data is displayed:

- **Date Refused**: Date and time the file was refused.
- **Refuse Reason**: Reason the file was refused.

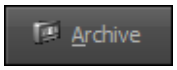
You can change the LTO tape group of one or more files, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "87".

Selected Files Grid

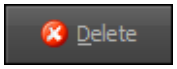
This grid contains the files that you have selected from the Refused grid and want to archive after all or delete.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Archive** button 

you can manually start the archiving of the files you added to the Selected Files grid. See section "Archiving Refused Clips" on page "62".

With the **Delete** button 

you can manually delete the clips from Deep Archive Manager and from the database. This will allow you to reuse the VarID of the clip. See section "Deleting Refused Files" on page "71".

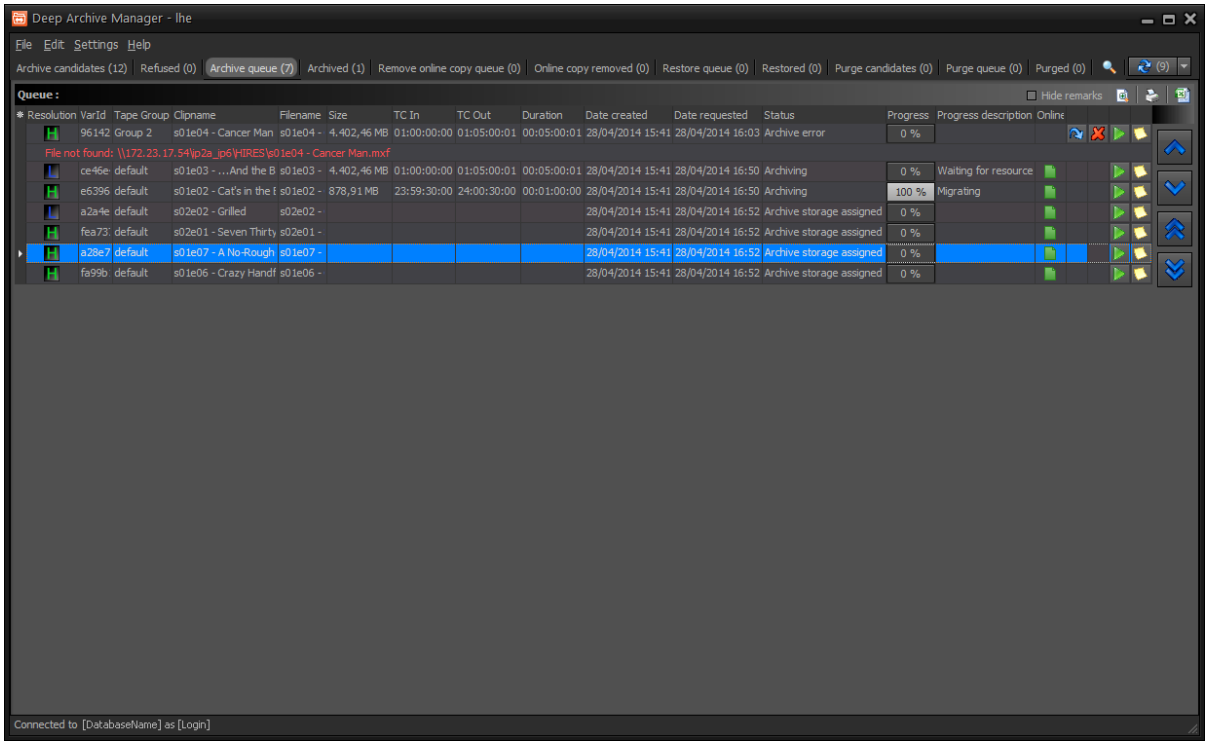
If the Selected Files grid does not contain any files, the **Archive** button and **Delete** button are unavailable.

Note
Depending on your user rights, the Selected Files grid will be visible or not. For more info, contact your system administrator.

4.5. Archive Queue Tab

General Description

The Archive Queue tab displays a list of files that have been requested to be archived.


Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (12) | Refused (0) | Archive queue (7) | Archived (1) | Remove online copy queue (0) | Online copy removed (0) | Restore queue (0) | Restored (0) | Purge candidates (0) | Purge queue (0) | Purged (0)
Queue :
Hide remarks
Resolution VarId Tape Group Clipname Filename Size TC In TC Out Duration Date created Date requested Status Progress Progress description Online
96142 Group 2 s01e04 - Cancer Man s01e04 - 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 28/04/2014 15:41 28/04/2014 16:03 Archive error 0 %
File not found: \\172.23.17.54\ip2a_ip6\HIRES\s01e04 - Cancer Man.mxf
ce46e default s01e03 - ...And the B s01e03 - 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 28/04/2014 15:41 28/04/2014 16:50 Archiving 0 % Waiting for resource
e6396 default s01e02 - Cat's in the E s01e02 - 878,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 28/04/2014 15:41 28/04/2014 16:50 Archiving 100 % Migrating
a2a4e default s02e02 - Grilled s02e02 - 28/04/2014 15:41 28/04/2014 16:52 Archive storage assigned 0 %
fea73 default s02e01 - Seven Thirty s02e01 - 28/04/2014 15:41 28/04/2014 16:52 Archive storage assigned 0 %
a28e7 default s01e07 - A No-Rough s01e07 - 28/04/2014 15:41 28/04/2014 16:52 Archive storage assigned 0 %
fa99b default s01e06 - Crazy Handf s01e06 - 28/04/2014 15:41 28/04/2014 16:52 Archive storage assigned 0 %
Connected to [DatabaseName] as [Login]

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Requested**: The date and time the archive request was made.
- **Status**: The current archive status of the file.
- **Progress**: The bar that conveys the progress of the archive task.
- **Progress Description**: The archive progress description originating from the deep archive system.

In case an error occurs during the archive process, an error message will be displayed that details what went wrong.

Cancel, Retry and Delete Button

As long as an archive job has the status 'Request Archive' or 'Archive Storage Assigned', a **Cancel Job** button will be available allowing you to cancel it. See section "Canceling Jobs" on page "87" for more information.

If an archive job goes wrong, a **Retry** button and **Delete** button will appear allowing you to retry the job or remove it from Deep Archive Manager. See section "Handling Errors From the Deep Archive System" on page "94".

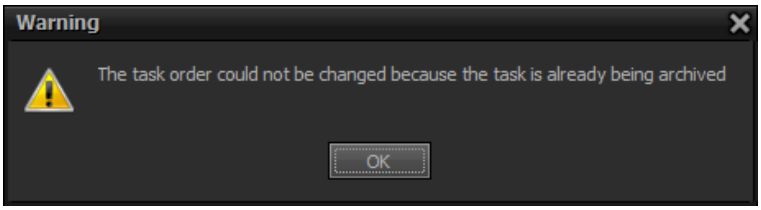
File Priority Buttons

The files are displayed in order of priority. Files at the top of the queue will be archived first. By default, new files are added at the bottom of the queue. The maximum number of files that can be simultaneously archived can be configured in the Configurator.

Four buttons are provided that allow you to change the order of priority of files by moving them up or down the queue.

Button	Name	Description
	Higher Priority	With this button you can move a file one position up in the queue.
	Lower Priority	With this button you can move a file one position down in the queue.
	Highest Priority	With this button you can move a file to the top of the queue.
	Lowest Priority	With this button you can move a file to the bottom of the queue.

Files can only be moved up or down the queue as long as the archive request has not yet been picked up by the deep archive system. If you try to move a file whose archive request has already been picked up, an warning will appear.



Note
Depending on your user rights, these buttons will be visible or not. For more info, contact your system administrator.

Once a file has been archived, it will disappear from the Archive Queue tab and appear in the Archived tab. See section "Archived Tab" on page "25".

4.6. Archived Tab

Overview

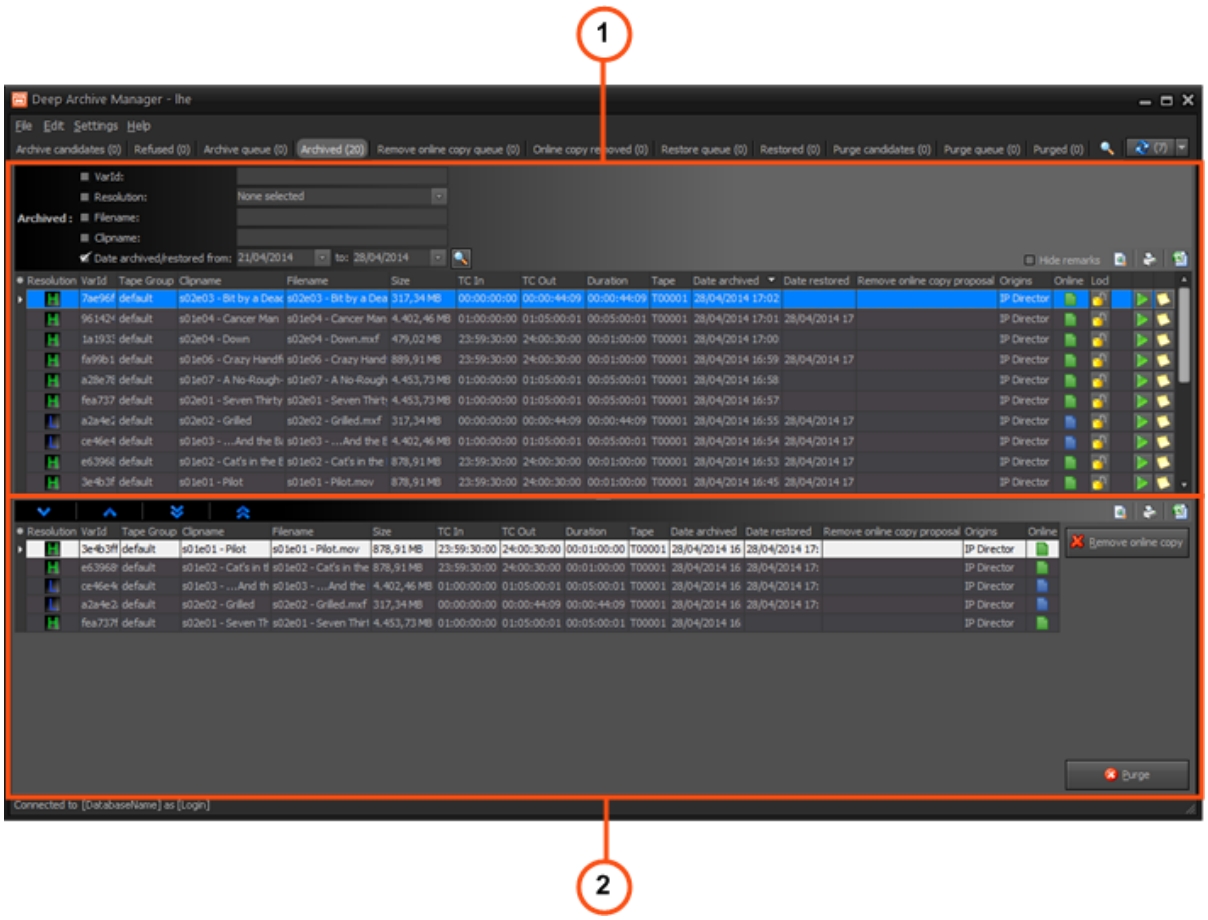
General Description

The Archived tab displays the files that have been archived to LTO tape. Depending on the settings, it can also displays the files that have been fully restored to the nearline storage. See section "Options Tab" on page "115".

It allows you to remove files from the nearline storage or to purge archived files from LTO tape again.

Illustration

The Archived tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Archived tab:

Part	Name	Description
1.	Archived grid	This grid displays the files which have been archived to LTO tape or have been fully restored to the nearline storage.
2.	Selected Files grid	This grid contains the clips that have been selected by the user because he want to purge the high- or low-resolution video file from LTO tape again or because he wants to remove the high- or low-resolution video file from the nearline storage.

Archived Grid

By default, the Archived grid displays the files that have been archived or fully restored in the past 7 days. This can be changed in the settings. See section "Options Tab" on page "115".

Search Fields

A number of search fields are provided which allow you to search for files by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of the clip they belong to
- the date or period in which they were archived or restored

By default, the **Date Archived/Restored From** check box is selected. See section "Searching for Files" on page "50".

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".
- **Date Archived**: The date and time the video file was archived.

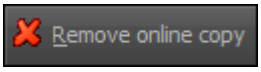
- **Date Restored**: The date and time the video file was restored.
- **Remove Online Copy Proposal:** The date and time the file will be automatically removed from the nearline storage.
- / : This icon indicates if the file can be manually or automatically removed from the nearline storage or purged from LTO tape. Depending on your user rights this button will be available or not. See section "Locking and Unlocking Archived Files" on page "75".

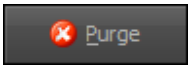
Selected Files Grid

This grid displays the files that you have selected from the Archived grid.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Remove Online Copy** button  you can manually start the removal of the selected files from the nearline storage. Partially restored files can only be removed from the nearline in IPDirector. See section "Manually Removing the Online Copy" on page "74".

With the **Purge** button  you can manually start the removal of the selected files from LTO tape. See section "Manually Purging Archived Files" on page "79".

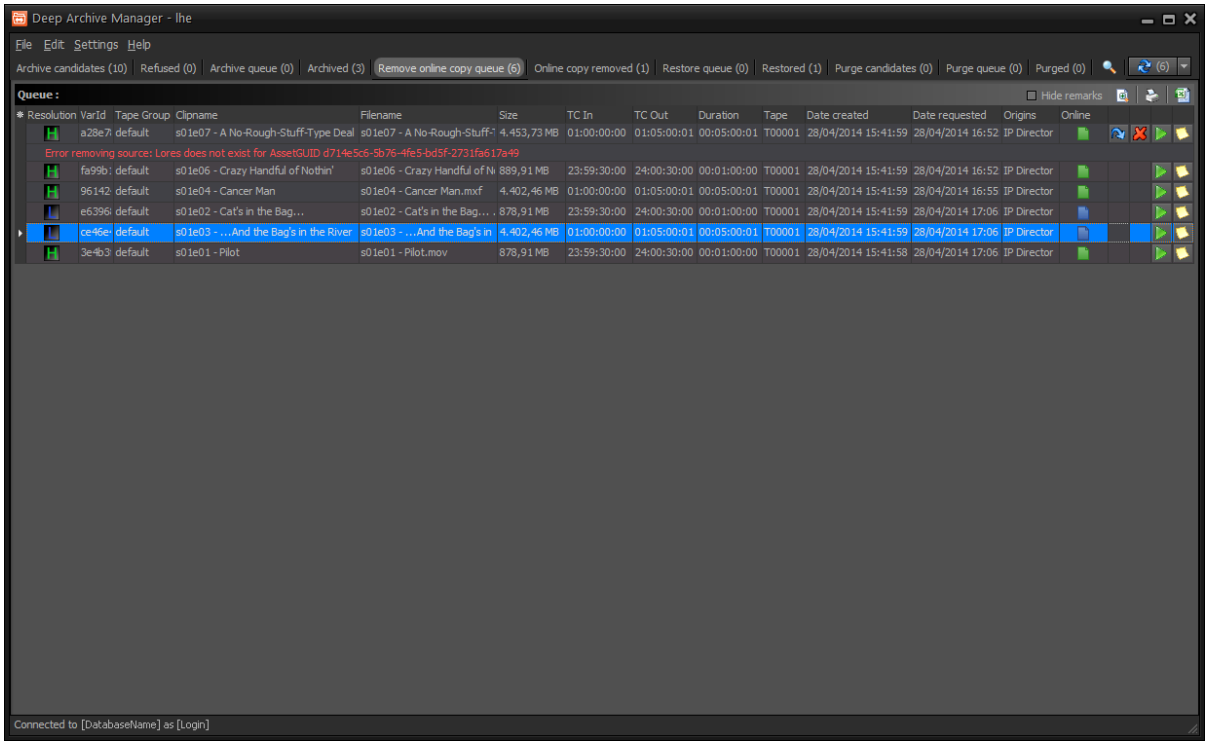
If the Selected Files grid does not contain any files, the **Remove Online Copy** and **Purge** button are unavailable.

Note
Depending on your user rights, the **Purge** button, **Remove Online Copy** button or the entire Selected Files grid will be unavailable. For more info, contact your system administrator.

4.7. Remove Online Copy Queue Tab

General Description

The Remove Online Copy Queue tab displays a queue of files that have been requested to be removed from the nearline storage.


Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (10) | Refused (0) | Archive queue (0) | Archived (3) | Remove online copy queue (6) | Online copy removed (1) | Restore queue (0) | Restored (1) | Purge candidates (0) | Purge queue (0) | Purged (0)
Queue :
Hide remarks
Resolution VarId Tape Group Clipname Filename Size TC In TC Out Duration Tape Date created Date requested Origins Online
a28e7 default s01e07 - A No-Rough-Stuff-Type Deal s01e07 - A No-Rough-Stuff-T 4.453,73 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 28/04/2014 16:52 IP Director
Error removing source: Lores does not exist for AssetGUID d714e5c6-5b76-4fe5-bd5f-2731fa617a49
fa99b default s01e06 - Crazy Handful of Nothin' s01e06 - Crazy Handful of N 889,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:59 28/04/2014 16:52 IP Director
96142 default s01e04 - Cancer Man s01e04 - Cancer Man.mxf 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 28/04/2014 16:55 IP Director
e6396 default s01e02 - Cat's in the Bag... s01e02 - Cat's in the Bag... 878,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:59 28/04/2014 17:06 IP Director
ce46e default s01e03 - ...And the Bag's in the River s01e03 - ...And the Bag's in 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 28/04/2014 17:06 IP Director
3e4b3 default s01e01 - Pilot s01e01 - Pilot.mov 878,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:58 28/04/2014 17:06 IP Director
Connected to [DatabaseName] as [Login]

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".

In case something goes wrong during the removal process, an error message will be displayed that details what went wrong.

Once a video file has been removed from the nearline storage, it will disappear from the Remove Online Copy Queue tab and appear in the Online Copy Removed tab. See section "Online Copy Removed Tab" on page "30".

Cancel, Retry and Delete Button

As long as a remove online copy job has the status 'Request Remove Online Copy', a **Cancel Job** button will be available allowing you to cancel it. See section "Canceling Jobs" on page "87" for more information.

If a remove online copy job goes wrong, a **Retry** button and **Delete** button will appear allowing you to retry the job or remove it from Deep Archive Manager. See section "Handling Errors From the Deep Archive System" on page "94".

4.8. Online Copy Removed Tab

Overview

General Description

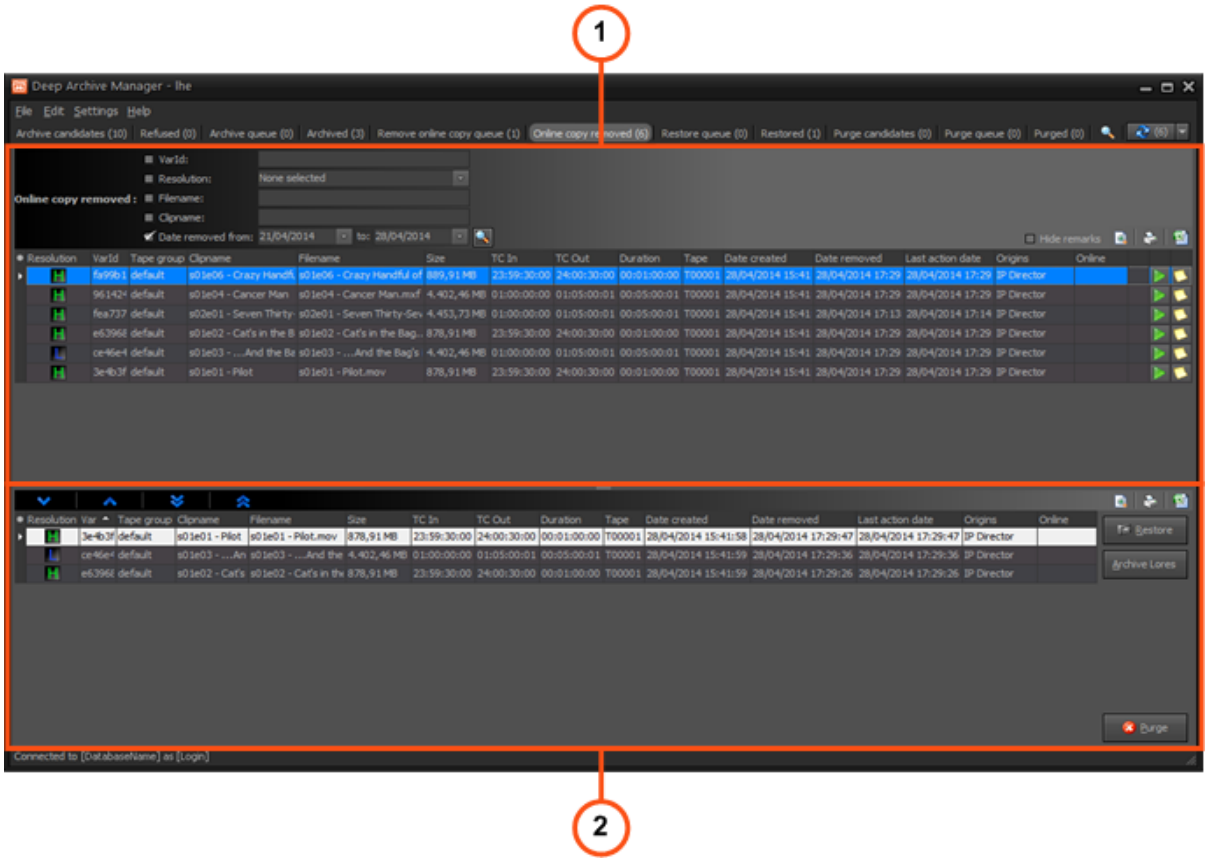
The Online Copy Removed tab displays the files that have been removed from the nearline storage.

It allows you to archive the low-resolution video files that are still online to LTO tape.

It also allows you to restore the removed high- or low-resolution video files again to the nearline storage, or to purge the archived files from LTO tape.

Illustration

The Online Copy Removed tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Online Copy Removed tab :

Part	Name	Description
1.	Online Copy Removed grid	This grid displays the files that have been removed from the nearline storage. The low-resolution video file may still be online or may also have been removed.
2.	Selected Files grid	This grid contains the files that have been selected by the user because he wants to restore them to the nearline storage or purge them from LTO tape.

Online Copy Removed Grid

By default, the Online Copy Removed grid displays a list of files that have been removed from the nearline storage in the past 7 days. This can be changed in the settings. See section "Options Tab" on page "115".

Search Fields

A number of search fields are provided which allow you to search for files by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of clip they belong to
- the date or period in which they were removed from the nearline storage

By default, the **Date Removed From** check box is selected. See section "Searching for Files" on page "50".

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file .
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".

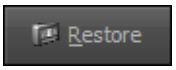
- **Date Removed**: The date and time the video file was removed from the nearline storage.
- **Last Action Date:** The date and time the video file was last removed from the nearline storage or was last partially restored to the nearline storage.

Selected Files Grid

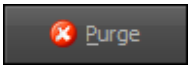
This grid displays the files that you have selected from the Online Copy Removed grid because you want to restore them to the nearline storage or purge them from LTO tape or archive thier low-resolution counterpart.

Four buttons are provided allowing you to add and remove files:

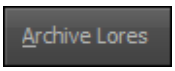
Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Restore** button 

you can manually start the restoring of the selected files to the nearline storage. See section "Restoring Archived Files" on page "77".

With the **Purge** button 

you can manually start the removal of the video files from LTO tape. See section "Manually Purging Archived Files Without Online Copy" on page "81".

With the **Archive Lores** button 

you can manually start the archiving of the selected low-resolution video files. See section "Archiving Low-Resolution Video Files" on page "65".

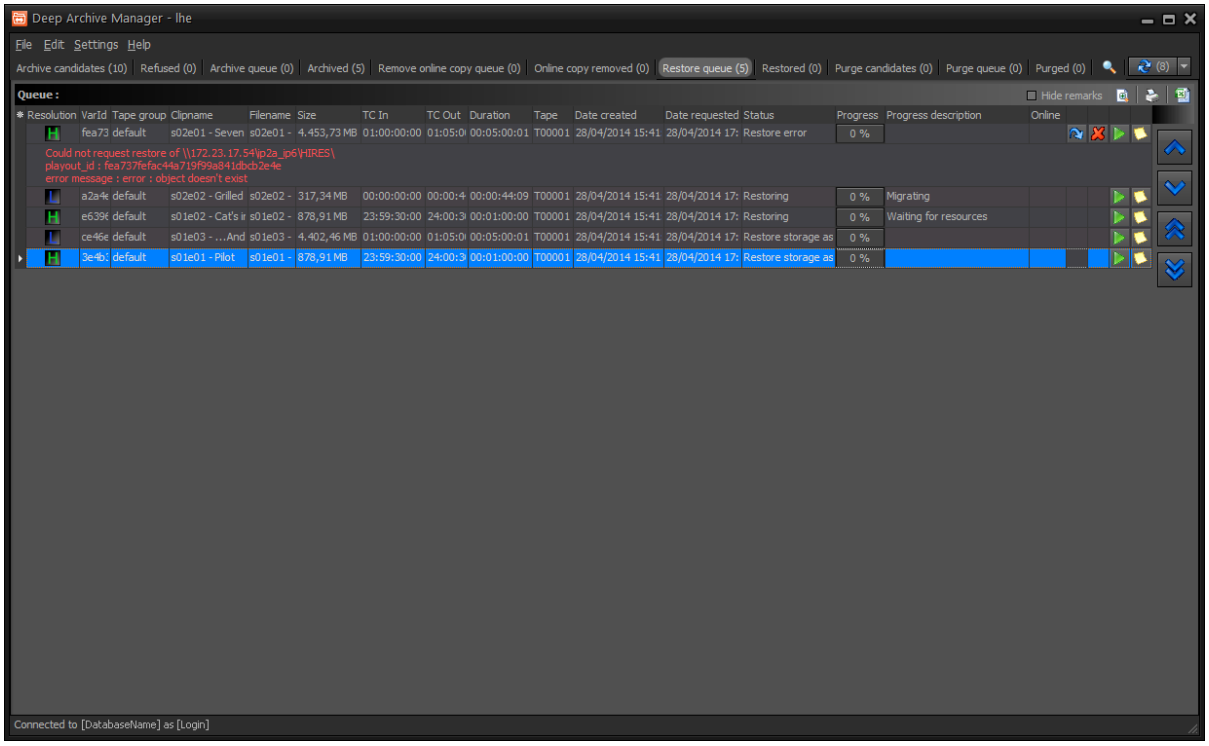
If the Selected Files grid does not contain files, the **Restore**, **Purge** and **Archive Lores** buttons are unavailable.

Note
Depending on your user rights, the **Restore** and/or **Purge** button or the entire Selected Files grid will be available or not. For more info, contact your system administrator.

4.9. Restore Queue Tab

General Description

The Restore Queue tab displays a queue of files that have been requested to be restored to the nearline storage.


Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (10) | Refused (0) | Archive queue (0) | Archived (5) | Remove online copy queue (0) | Online copy removed (0) | Restore queue (5) | Restored (0) | Purge candidates (0) | Purge queue (0) | Purged (0)
Queue :
Hide remarks
Resolution VarId Tape group Clipname Filename Size TC In TC Out Duration Tape Date created Date requested Status Progress Progress description Online
fea73 default s02e01 - Seven s02e01 - 4.453,73 MB 01:00:00:00 01:05:0 00:05:00:01 T00001 28/04/2014 15:41 28/04/2014 17: Restore error 0 %
Could not request restore of \\172.23.17.54\ip2a_ip6\HIRES\
playout_id : fea737fefac44a719f99a841dbcb2e4e
error message : error : object doesn't exist
a2a4e default s02e02 - Grilled s02e02 - 317,34 MB 00:00:00:00 00:00:4 00:00:44:09 T00001 28/04/2014 15:41 28/04/2014 17: Restoring 0 % Migrating
e639e default s01e02 - Cat's ir s01e02 - 878,91 MB 23:59:30:00 24:00:3 00:01:00:00 T00001 28/04/2014 15:41 28/04/2014 17: Restoring 0 % Waiting for resources
ce46e default s01e03 - ...And s01e03 - 4.402,46 MB 01:00:00:00 01:05:0 00:05:00:01 T00001 28/04/2014 15:41 28/04/2014 17: Restore storage as 0 %
3e4b3 default s01e01 - Pilot s01e01 - 878,91 MB 23:59:30:00 24:00:3 00:01:00:00 T00001 28/04/2014 15:41 28/04/2014 17: Restore storage as 0 %
Connected to [DatabaseName] as [Login]

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".
- **Date Requested**: The date and time the request to restore the video file was made.
- **Status**: The current restore status of the file.
- **Progress**: The bar that conveys the progress of the restore task.

- **Progress Description**: The restore progress description originating from the deep archive system.

In case an error occurs during the restore process, an error message will be displayed that details what went wrong.

Cancel, Retry and Delete Button

As long as a restore job has the status 'Request Restore' or 'Restore Storage Assigned', a **Cancel Job** button will be available allowing you to cancel it. See section "Canceling Jobs" on page "87" for more information.

If a restore job goes wrong, a **Retry** button and **Delete** button will appear allowing you to retry the job or remove it from Deep Archive Manager. See section "Handling Errors From the Deep Archive System" on page "94".

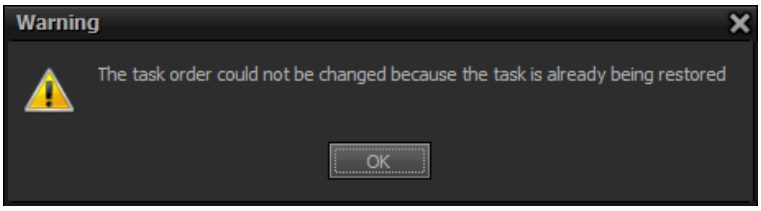
File Priority Buttons

The files are displayed in order of priority. The video files at the top of the queue will be restored first. By default, new files are added at the bottom of the queue. The maximum number of files that can be simultaneously restored can be configured in the Configurator.

Four buttons are provided that allow you to change the order of priority of files by moving them up or down the queue.

Button	Name	Description
	Higher Priority	With this button you can move a file one position up in the queue.
	Lower Priority	With this button you can move a file one position down in the queue.
	Highest Priority	With this button you can move a file to the top of the queue.
	Lowest Priority	With this button you can move a file to the bottom of the queue.

Note that files can only be moved up or down the queue as long as the restore request has not yet been picked up by the deep archive system. If you select a file whose restore request has already been picked up, an error message will appear.



Note
Depending on your user rights, these buttons will be visible or not. For more info, contact your system administrator.

Once a video file has been restored, the file will disappear from the Restore Queue tab and appear in the Archived tab. Depending on the settings, it can also appear in the Restored tab. See section "Archived Tab" on page "25" and "Restored Tab" on page 36 and "Options Tab" on page 115. Partially restored files will only appear in the Restored tab.

4.10. Restored Tab

Overview

General Description

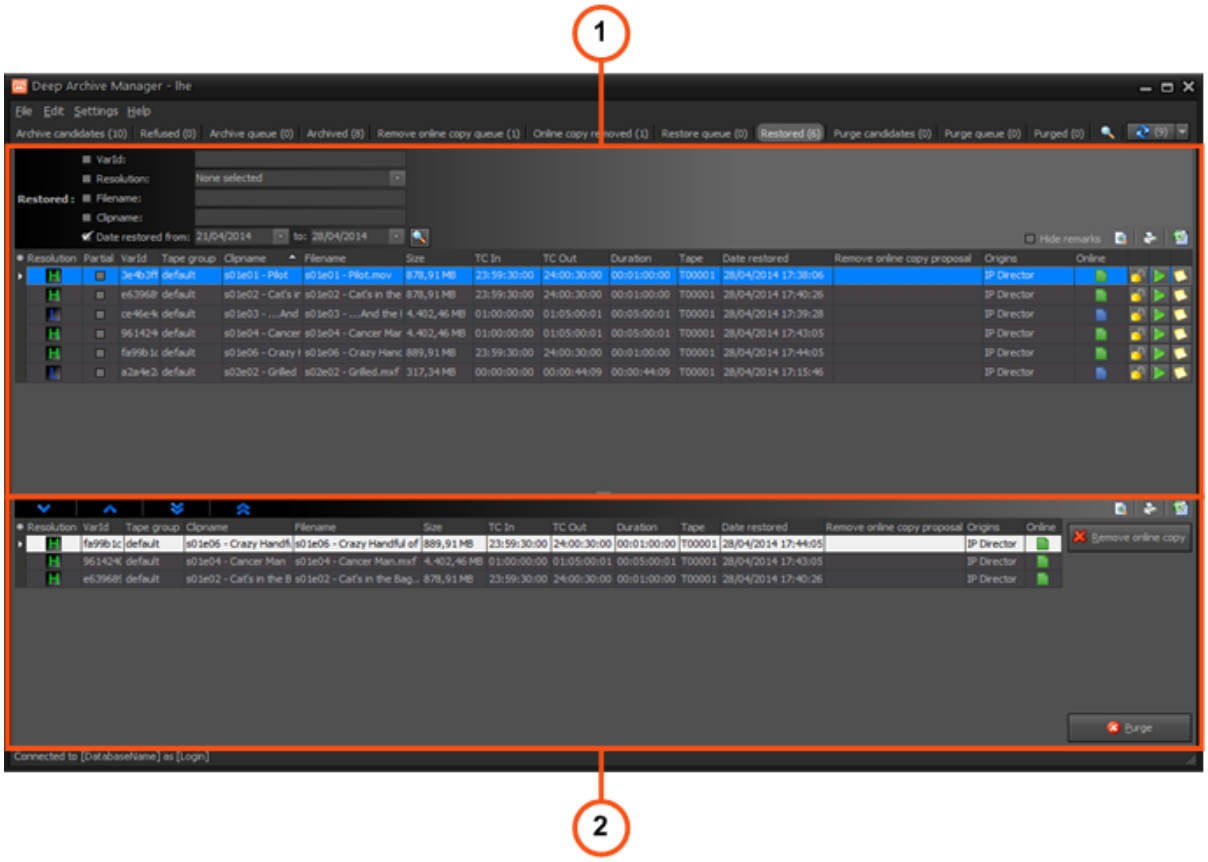
The Restored tab displays the files that have been restored to the nearline storage. The high-resolution video files can be fully or partially restored. The low-resolution video files can only be fully restored.

It allows you to search for and select the files you want to remove again from the nearline storage and start the removal process.

It also allows you to search for and select the files you want to purge from LTO tape and start the purge process.

Illustration

The Restored tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Restored tab:

Part	Name	Description
1.	Restored grid	This grid displays the files that have been restored to the nearline storage.
2.	Selected Files grid	This grid contains the files the user has selected because he wants to remove them from LTO tape or from the nearline storage again.

Restored Grid

By default, the Restored grid displays the files that have been restored in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "115".

Search Fields

A number of search fields are provided which allow you to search for files by:

- their Archive ID
- the VarID of the clip they belong to
- their resolution
- their name
- the name of the video clip they belong to
- the date or period in which they were restored to the nearline storage.

By default, the **Date Restored From** check box is selected. See section "Searching for Files" on page "50".

Additional File Data

The following additional file data is displayed:

- **Partial**: A check box that indicates if the record is a partially restored file or not. When checked, it is a partially restored file. When unchecked, it is a fully restored file.
- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Restored**: The date and time the video file was fully or partially restored.
- **Remove Online Copy Proposal:** The date and time the high- or low-resolution video file will be automatically removed again from the nearline storage.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".
- : This icon indicates if a high- or low-resolution video file can be manually or automatically removed from the nearline storage or purged from LTO tape. Depending on your user rights this button will be available or not. See section "Locking and Unlocking Restored Files" on page "78".

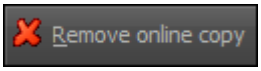
Note
Partially restored video files can only be removed from the nearline storage in IPDirector.

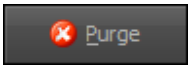
Selected Files Grid

This grid contains the files you have selected from the Restored grid.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Remove Online Copy** button  you can manually start the removal of the selected high- or low-resolution video files from the nearline storage. Note that partially restored high-resolution files can only be removed from the nearline storage in IPDirector. See section "Manually Removing the Online Copy" on page "74".

With the **Purge** button  you can manually start the removal of the selected high-or low-resolution files from the nearline storage and from LTO tape. See section "Manually Purging Restored Files" on page "82".

Note
Depending on your user rights, the **Purge** and **Remove Online Copy** button or the entire Selected Files grid will be unavailable. For more info, contact your system administrator.

4.11. Purge Candidates Tab

Overview

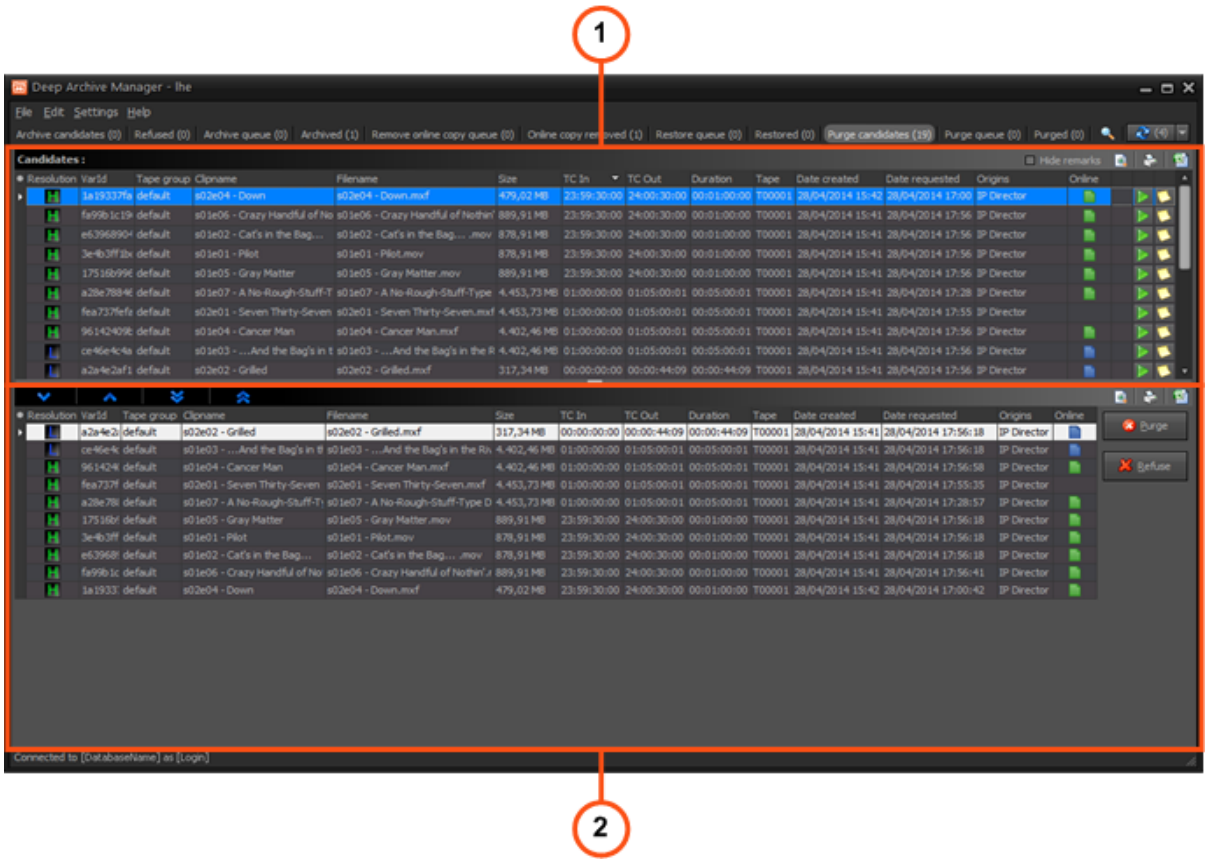
General Description

The Purge Candidates tab displays the files that have been automatically requested to be purged from LTO tape.

It allows you to manually accept or refuse files to be purged.

Illustration

The Purge Candidates tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Purge Candidates tab:

Part	Name	Description
1.	Purge Candidates grid	This grid displays the files that have been automatically requested to be purged from LTO tape.
2.	Selected Files grid	This grid contains the files the user has selected because he wants to purge them from LTO tape or because he wants to refuse them.

Purge Candidates Grid

By default, the Purge Candidates grid displays the files that have been automatically requested to be purged from LTO tape in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "115".

Additional File Data

The following additional file data is displayed:

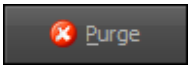
- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Requested**: The date and time when the video file was requested to be purged.
- NEW ! **Tapes**: The ID of the main and possible backup LTO tape(s) on which the video file has been archived. In order to display the ID of possible backup tapes, a manual synchronization has to be performed. See section "Synchronizing LTO Tape IDs" on page "89".

Selected Files Grid

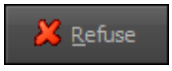
This grid contains the files that you have selected from the Purge Candidates grid.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Purge** button 

you can manually start the removal of the high-or low-resolution files from LTO tape. See section "Purging Files by Filter" on page "84".

With the **Refuse** button 

you can manually refuse the removal of the high-or low-resolution video file from the nearline storage and from LTO tape. See section "Refusing Files from Being Purged" on page "85".

The files will disappear from this tab, and appear again in the Online Copy Removed tab or Restored tab. Depending on the settings, they can also reappear again in the Archived tab. See section "Options Tab" on page "115".

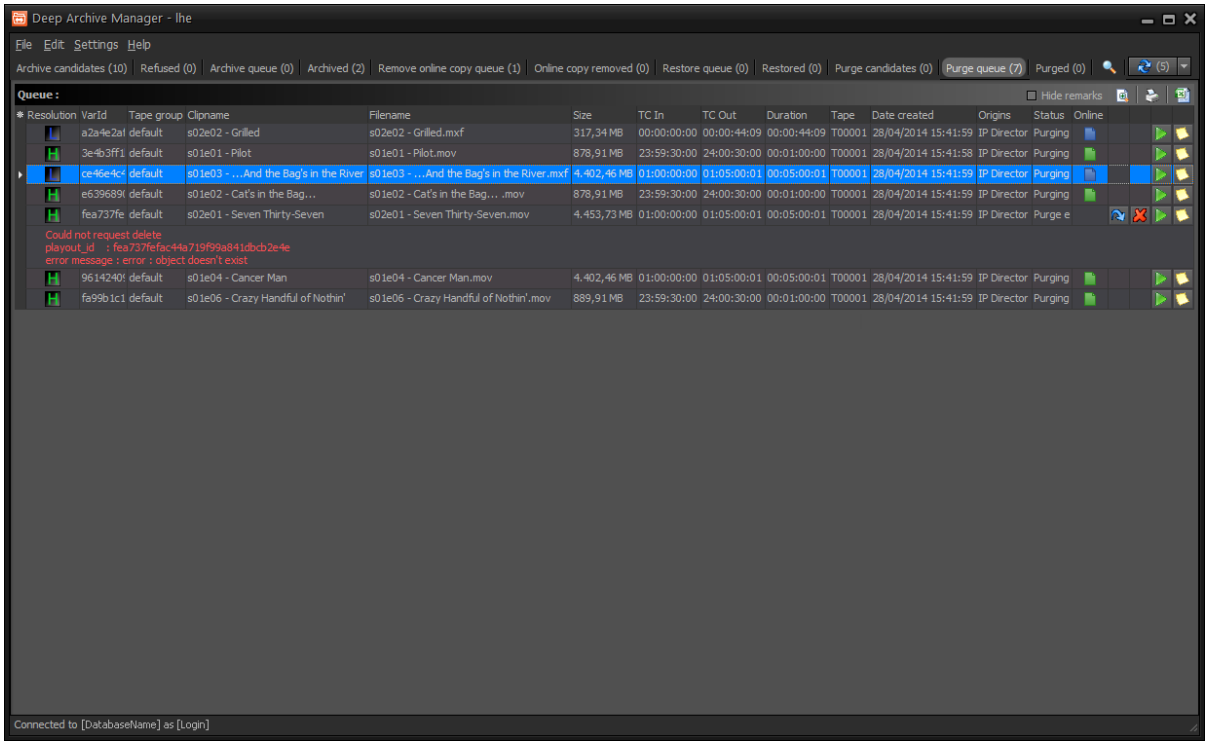
If the Selected Files grid does not contain files, the **Purge** and **Refuse** button are unavailable.

Note
Depending on your user rights, the Purge Candidates tab will be visible or not. For more info, contact your system administrator.

4.12. Purge Queue Tab

General Description

The Purge Queue tab displays a queue of files that have been requested to be purged from LTO tape.


Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (10) | Refused (0) | Archive queue (0) | Archived (2) | Remove online copy queue (1) | Online copy removed (0) | Restore queue (0) | Restored (0) | Purge candidates (0) | Purge queue (7) | Purged (0)
Queue :
Hide remarks
Resolution VarId Tape group Clipname Filename Size TC In TC Out Duration Tape Date created Origins Status Online
a2a4e2a1 default s02e02 - Grilled s02e02 - Grilled.mxf 317,34 MB 00:00:00:00 00:00:44:09 00:00:44:09 T00001 28/04/2014 15:41:59 IP Director Purging
3e4b3ff1 default s01e01 - Pilot s01e01 - Pilot.mov 878,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:58 IP Director Purging
ce46e4c4 default s01e03 - ...And the Bag's in the River s01e03 - ...And the Bag's in the River.mxf 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 IP Director Purging
e639689(default s01e02 - Cat's in the Bag... s01e02 - Cat's in the Bag... .mov 878,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:59 IP Director Purging
fea737fe default s02e01 - Seven Thirty-Seven s02e01 - Seven Thirty-Seven.mov 4.453,73 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 IP Director Purge e
Could not request delete
playout_id : fea737fefac44a719f99a841dbcb2e4e
error message : error : object doesn't exist
9614240(default s01e04 - Cancer Man s01e04 - Cancer Man.mov 4.402,46 MB 01:00:00:00 01:05:00:01 00:05:00:01 T00001 28/04/2014 15:41:59 IP Director Purging
fa99b1c1 default s01e06 - Crazy Handful of Nothin' s01e06 - Crazy Handful of Nothin'.mov 889,91 MB 23:59:30:00 24:00:30:00 00:01:00:00 T00001 28/04/2014 15:41:59 IP Director Purging
Connected to [DatabaseName] as [Login]

Additional File Data

The following additional file data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

NEW !

- **Tapes**: The ID of the main and possible backup LTO tape(s) from which the video file has to be removed.
- **Status**: The current purge status of the file.

In case an error occurs during the purge process, an error message will be displayed that details what went wrong.

Note
Depending on your user rights, the Purge Queue tab will be visible or not. For more info, contact your system administrator.

Cancel, Retry and Delete Button

As long as a purge job has the status 'Purge Requested', a **Cancel Job** button will be available allowing you to cancel it. See section "Canceling Jobs" on page "87" for more information.

If a purge job goes wrong, a **Retry** button and **Delete** button will appear allowing you to retry the job or remove it from Deep Archive Manager. See section "Handling Errors From the Deep Archive System" on page "94".

4.13. Purged Tab

Overview

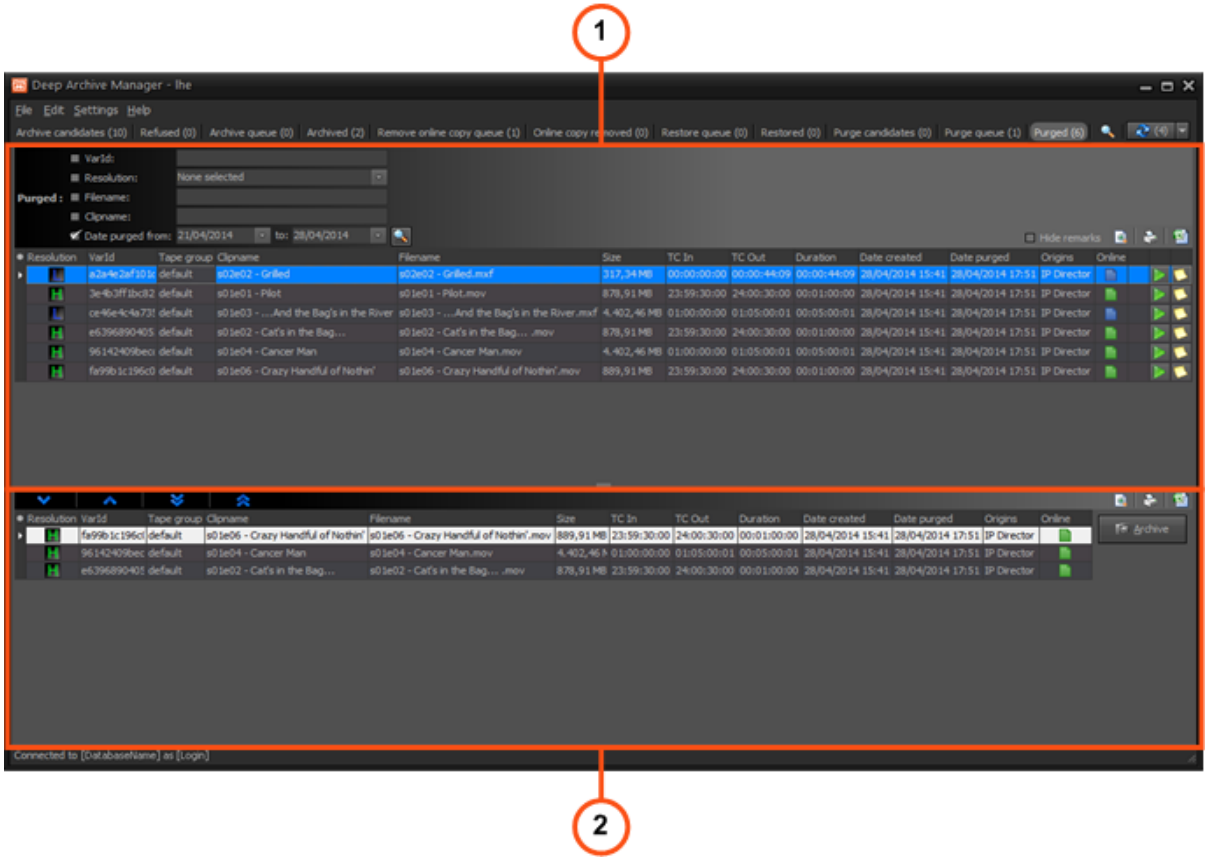
General Description

The Purged tab displays the files that have been purged from LTO tape.

It allows you re-archive the purged high- or low-resolution video files. You can also change the LTO tape group of all or just a selection of files.

Illustration

The Purged tab contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the Purged tab:

Part	Name	Description
1.	Purged grid	This grid displays the files that have been purged from LTO tape.
2.	Selected Files grid	This grid contains the files the user has selected because he wants to re-archive them.

Purged Grid

By default, the Purged grid displays the files that have been purged from LTO in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "115".

Search Fields

A number of search fields are provided which allow you to search for files by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of the clip they belong to
- the date or period in which they were purged

By default, the **Date Purged From** check box is selected. See section "Searching for Files" on page "50".

Additional File Data

The following additional file data is displayed:

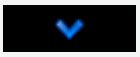
- **Size**: The size of the video file.
- **TC In**: The start timecode of the file.
- **TC Out**: The end timecode of the file.
- **Duration**: The duration of the file without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Purged**: The date and time the video file was purged from LTO tape.

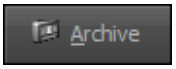
You can change the LTO tape group of one or more files, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "87".

Selected Files Grid

This grid contains the files that you have selected from the Purged grid.

Four buttons are provided allowing you to add and remove files:

Button	Description
	With this button you can add one or more files to the Selected Files grid.
	With this button you can add all the files to the Selected Files grid.
	With this button you can remove one or more files from the Selected Files grid.
	With this button you can remove all the files from the Selected Files grid.

With the **Archive** button 

you can manually start the archiving of the selected files.

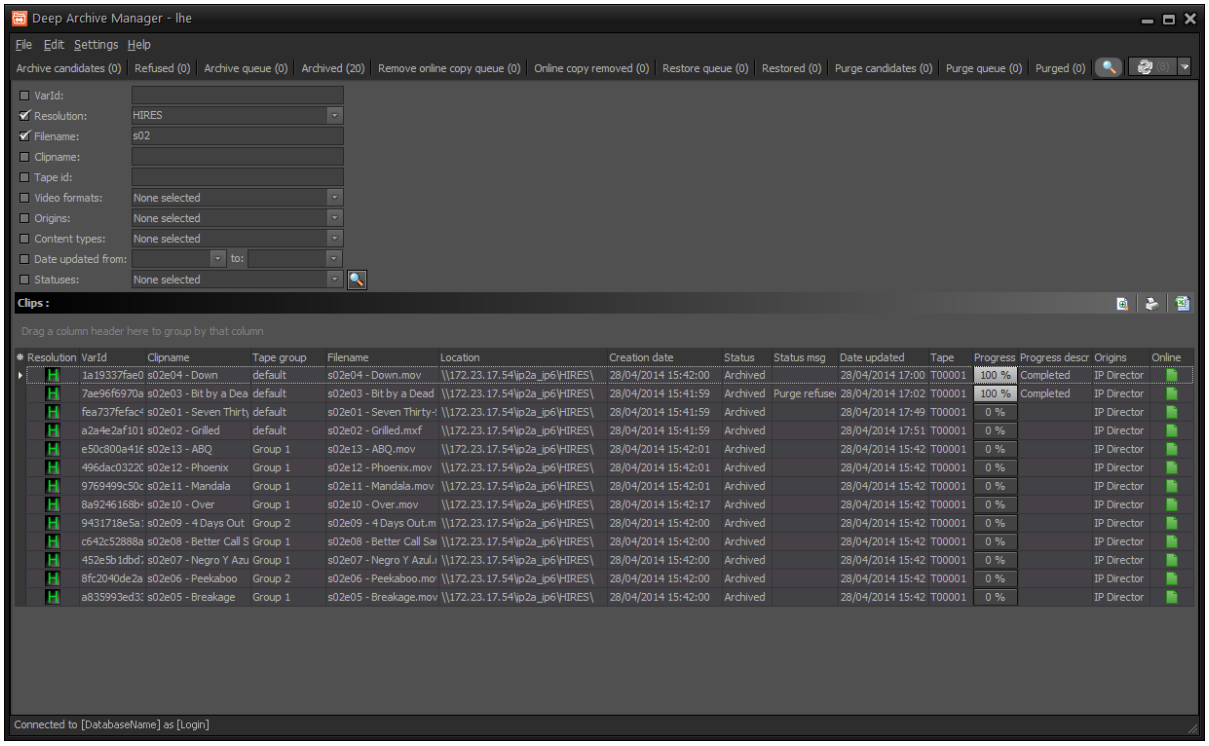
If the Selected Files grid does not contain any files, the **Archive** button is unavailable.

Note
Depending on your user rights, the Purged tab will be visible or not. For more info, contact your system administrator.

4.14. Search Tab

General Description

The Search tab allows you to search for files in the database using a number of search criteria.

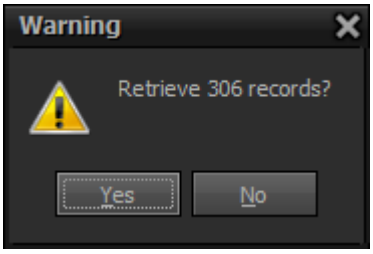

Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (0) | Refused (0) | Archive queue (0) | Archived (20) | Remove online copy queue (0) | Online copy removed (0) | Restore queue (0) | Restored (0) | Purge candidates (0) | Purge queue (0) | Purged (0)
VarId:
Resolution: HIRES
Filename: s02
Clipname:
Tape id:
Video formats: None selected
Origins: None selected
Content types: None selected
Date updated from: to:
Statuses: None selected
Clips :
Drag a column header here to group by that column
Resolution VarId Clipname Tape group Filename Location Creation date Status Status msg Date updated Tape Progress Progress descr Origins Online
1a19337fae0 s02e04 - Down default s02e04 - Down.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 17:00 T00001 100 % Completed IP Director
7ae96f6970a s02e03 - Bit by a Dea default s02e03 - Bit by a Dead \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:41:59 Archived Purge refuse 28/04/2014 17:02 T00001 100 % Completed IP Director
fea737fefac s02e01 - Seven Thirty default s02e01 - Seven Thirty- \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:41:59 Archived 28/04/2014 17:49 T00001 0 % IP Director
a2a4e2af101 s02e02 - Grilled default s02e02 - Grilled.mxf \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:41:59 Archived 28/04/2014 17:51 T00001 0 % IP Director
e50c800a41f s02e13 - ABQ Group 1 s02e13 - ABQ.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:01 Archived 28/04/2014 15:42 T00001 0 % IP Director
496dac0322(s02e12 - Phoenix Group 1 s02e12 - Phoenix.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:01 Archived 28/04/2014 15:42 T00001 0 % IP Director
9769499c50c s02e11 - Mandala Group 1 s02e11 - Mandala.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:01 Archived 28/04/2014 15:42 T00001 0 % IP Director
8a9246168b4 s02e10 - Over Group 1 s02e10 - Over.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:17 Archived 28/04/2014 15:42 T00001 0 % IP Director
9431718e5a3 s02e09 - 4 Days Out Group 2 s02e09 - 4 Days Out.m \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 15:42 T00001 0 % IP Director
c642c52888a s02e08 - Better Call S Group 1 s02e08 - Better Call Sa \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 15:42 T00001 0 % IP Director
452e5b1dbd7 s02e07 - Negro Y Azu Group 1 s02e07 - Negro Y Azul.r \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 15:42 T00001 0 % IP Director
8fc2040de2a s02e06 - Peekaboo Group 2 s02e06 - Peekaboo.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 15:42 T00001 0 % IP Director
a835993ed3(s02e05 - Breakage Group 1 s02e05 - Breakage.mov \\172.23.17.54\ip2a_ip6\HIRES\ 28/04/2014 15:42:00 Archived 28/04/2014 15:42 T00001 0 % IP Director
Connected to [DatabaseName] as [Login]

Search Criteria

Files can be searched by:

- the VarID of the clip they belong to
- their resolution
- their name
- the name of the clip they belong to
- the ID of the LTO tape(s) they were archived to
- their video format
- their origins
- their content type
- the date or period their status was last updated in Deep Archive Manager
- their archive status.

The search criteria can be combined to narrow down the search results. Only the selected criteria are active. To start a search, you have to click the **Search** button . A warning message will appear indicating the number of search results.



The data in the search results grid can be sorted, filtered and grouped. See section "Managing Grids" on page "96".

5. Archiving, Restoring and Purging Files

5.1. Searching for Files

5.1.1. Introduction

Deep Archive Manager allows you to search for files in two possible ways:

- You can use the search fields that are provided in the Archive Candidates, Refused, Archived, Online Copy Removed, Restored and Purged tab to search for files with a specific archive status.
- You can also make use of the Search tab. This tab allows you to search for all files in the database. See section "Search Tab" on page "47".

5.1.2. How to Search for Files

Searching by VarID

To search for files by the VarID of the clip they belong to, proceed as follows:

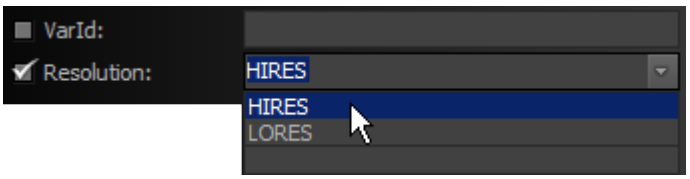
1. Enter (part of) the VarID in the field next to the **VarId** check box. The check box will be automatically selected.

2. Click the **Search** button to start the search.

Searching by Resolution

To search for files by their resolution, proceed as follows:

1. From the **Resolution** drop-down list, select the desired resolution. The check box will be automatically selected.



2. Click the **Search** button to start the search.

   If you did not select a resolution, both the high- and low-resolution video files will be returned.

Searching by Filename

To search for files by their name, proceed as follows:

1. Enter (part of) the filename in the field next to the **Filename** check box. The check box will be automatically selected.

2. Click the **Search** button to start the search.

Searching by Clip Name

To search for files by the name of the clip they belong to, proceed as follows:

1. Enter (part of) the clip name in the field next to the **Clipname** check box. The check box will be automatically selected.

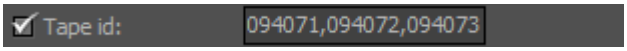
2. Click the **Search** button to start the search.

NEW !

Searching by Tape ID

To search for files by the ID of the LTO tape(s) they have been archived to, proceed as follows:

1. Enter (part of) the tape ID(s) in the field next to the **Tape Id** check box. The check box will be automatically selected. Do not forget to add a comma between each tape ID.

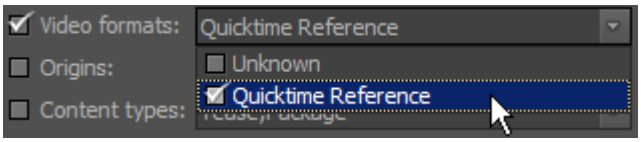


2. Click the **Search** button to start the search.

Searching by Video Format

To search for files by their video format, proceed as follows:

1. From the **Video Formats** drop-down list, select the desired video format. If predefined in the database, multiple formats can be selected. 'Unknown' means all the video formats that not appear in the drop-down list. The check box will be automatically selected.

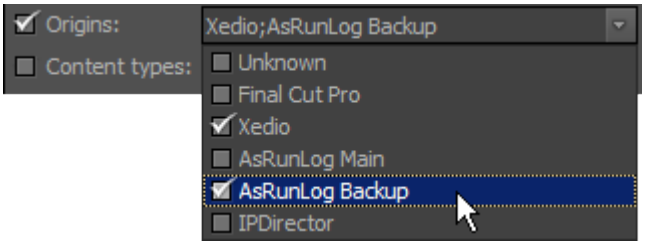


2. Click the **Search** button to start the search.

Searching by Origin

To search for files by their origin, proceed as follows:

1. From the **Origins** drop-down list select the desired origin. Multiple origins can be selected. The check box will be automatically selected.

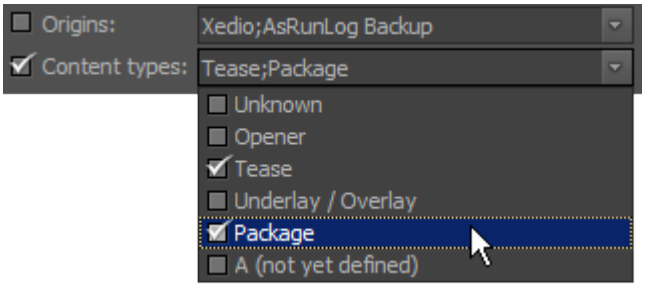


2. Click the **Search** button to start the search.

Searching by Content Type

To search for files in the database by their content type, proceed as follows:

1. From the **Content Types** drop-down list, select the desired content type. Multiple content types can be selected. The check box will be automatically selected.



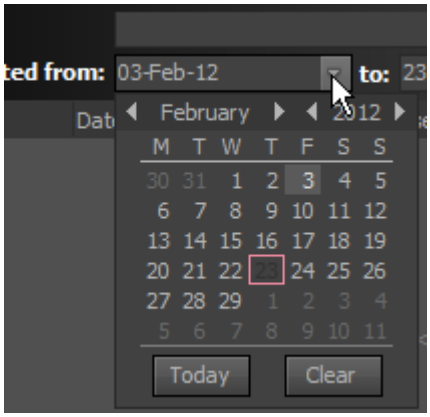
2. Click the **Search** button to start the search.

Searching by Date or Period

To search for files that have been refused, archived, restored, purged or that have been removed from the nearline storage on a particular day or in a particular period, proceed as follows:

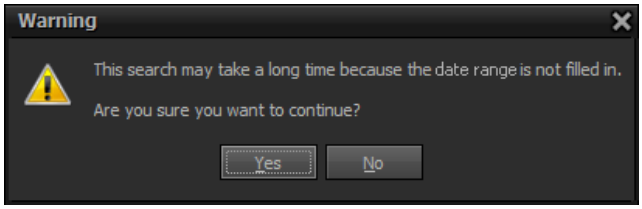
1. Open the desired tab.
2. In the **Date From** box, do one of the following:
   - Enter the desired start date. The check box will be automatically selected. Proceed to step 4.

- Click the downward pointing arrow to open a date picker.



Proceed to step 3.

If you do not enter a date range, a message will appear warning you that the search may take a long time. Click **Yes** to continue or **No** to abort the search.



3. Do one of the following:
   - Select the desired year, month and day.
   - Click **Clear** to clear the currently selected date and select a new date.
   - Click **Today** to select the current date.

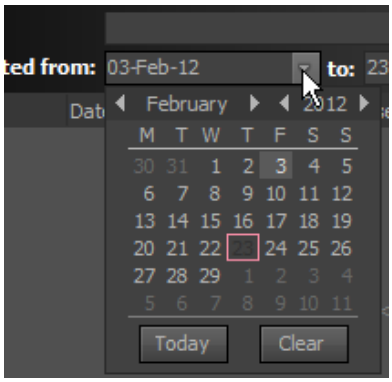
   The check box will be automatically selected.
4. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the files that have been rejected, archived, restored, purged or that have been removed on a particular day, enter the same date as the one you entered in the **Date From** box.
5. Click the **Search** button to start the search.

Searching by Update Period

To search for files in the database by the date or period their archive status was last updated in Deep Archive Manager, proceed as follows:

1. In the **Date Updated From** box, do one of the following:
   - Enter the desired start date. The check box will be automatically selected. Proceed to step 3.
   - Click the downward pointing arrow to open a date picker.



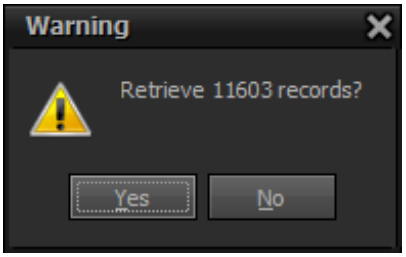
Proceed to step 2.

2. Do one of the following:
   - Select the desired year, month and day.
   - Click **Clear** to clear the currently selected date and select a new date.
   - Click **Today** to select the current date.

   The check box will be automatically selected.
3. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the files whose archive status was last updated on a particular day, enter the same date as the one you entered in the **Date Updated From** box.
4. Click the **Search** button to start the search.

   A warning message appears indicating the number of files found. If there are a lot of results, the loading can take some time.



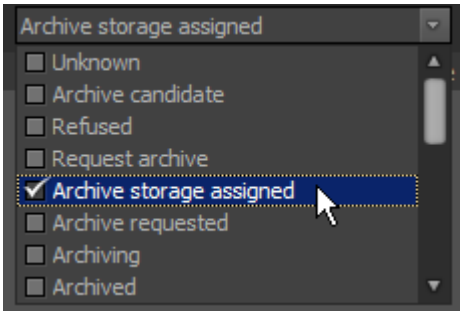
5. Click **Yes** to continue or **No** to cancel the search operation.

Searching by Archive Status

To search for files in the database by their archive status, proceed as follows:

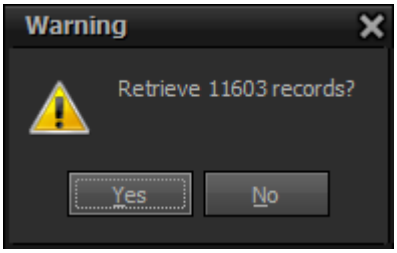
1. Open the **Statuses** drop-down list and select the desired archive status from the list. Multiple statuses can be selected.

The check box will be automatically selected.



2. Click the **Search** button to start the search.

   A warning message appears indicating the number of fles found. If there are a lot of results, the loading can take some time.



3. Click **Yes** to continue or **No** to cancel the search operation.

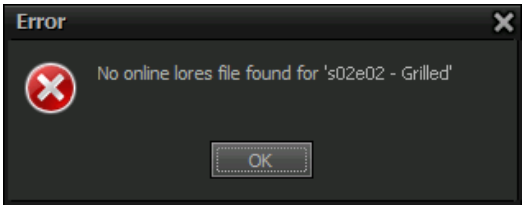
5.2. Previewing Files

Introduction

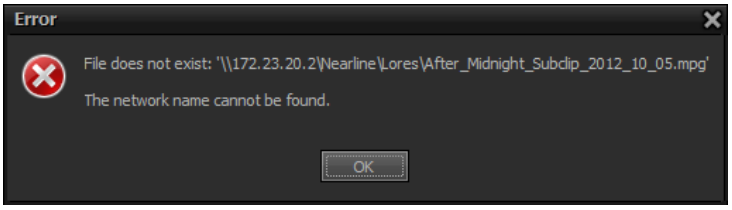
Deep Archive Manager allows you to open a media player and preview the low-resolution video file of a particular clip by clicking the **Play Lores File** button .

Note
To be able to play back the low-resolution video file, Deep Archive Manager should be connected with IPDirector through the IPDirector API. See section "IPDirector API Tab" on page "125".

If the low-resolution video file is not online, the following error message will appear:



If the low-resolution video file does not exist, the following error message will appear.



Media Player

Illustration

The main areas of the media player are highlighted on the screenshot below.

Area Description

The table below describes the various areas of the media player:

Area	Name	Description
1.	Video Display	The video file is played back in the video display.
2.	Timecode field	The **Timecode** field displays the timecode value corresponding to the current position of the file being played back.
3.	SnapShot button	The **SnapShot** button is used to take a screenshot of a particular frame of the source file.
4.	Timeline	The timeline is a visual representation of the duration of the video file. The current position is represented by a Current Position marker.
5.	Navigation buttons	The navigation buttons are used to navigate through the loaded file.

Navigation Buttons

The following navigation buttons are available:

Button	Name	Description
	GoTo Start	This button allows moving to the start of the loaded video file.
	Rewind	This button allows moving backward through the loaded video file at a speed faster than real time.
	Play	This button allows playing back the video file.
	Pause	This button allows you to pause the loaded video file.
	Fast Forward	This button allows moving forward through the loaded video file at a speed faster than real time.
	GoTo End	This button is used to move to the end of the loaded video file.
	Jog Reverse	This button allows moving backward through the loaded video file frame by frame.
	Preview	This button allows playing back the video file from the newly marked In and Out Point.
	Jog Forward	This button allows moving forward through the loaded video file frame by frame.

Navigating Through a Loaded Video File

You can navigate through the loaded video file in several ways. You can:

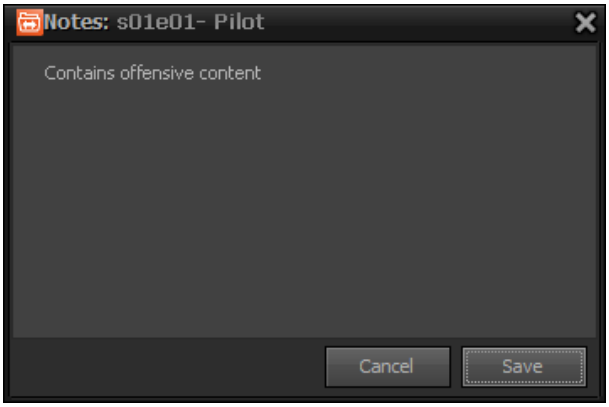
- click at a specific point on the timeline, or
- drag the Current Position marker, or
- enter a timecode in the **Timecode** field, or
- click one of the navigation buttons.

5.3. Adding Notes to Files

Deep Archive Manager allows you to add one or more notes to a file. To do this, proceed as follows:

1. Click the **Edit Notes** button. If no notes have been added yet, the **Edit Notes** button is empty: . If one or more notes have already been added, the **Edit Notes** button looks like this: .

   A dialog box appears that allows you add one or more new notes to the file or edit and delete existing notes.



2. Enter and edit the necessary notes and click the **Save** button.

Note
The maximum length of the note is 512 characters.

5.4. Archiving and Refusing Files

5.4.1. Archiving Files

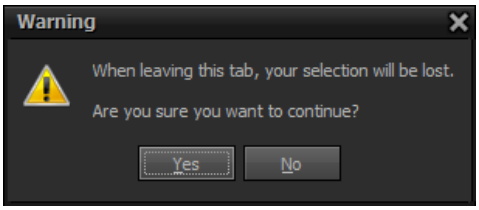
Archiving Archive Candidates

To manually start the archiving of one or more files in the Archive Candidates tab, proceed as follows:

1. Open the Archive Candidates tab.
2. Search for the files you want to archive.
3. (Optional) If necessary, change the LTO tape group of certain files. See section "Changing the Tape Group" on page "87".
4. Select the desired files from the Candidates grid. Multiple files can be selected.

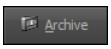
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
5. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



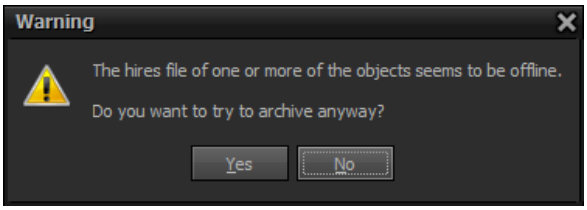
If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

6. Click the **Archive** button  to start the archiving process.

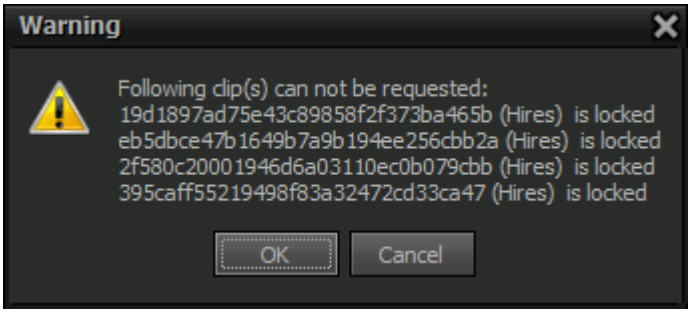
   The selected files will disappear from the Archive Candidates tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the files will appear in the Archived tab with the status 'Archived'.

Note
If you have selected a high-resolution file that is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the file in question back to the Candidates grid and retry archiving it.

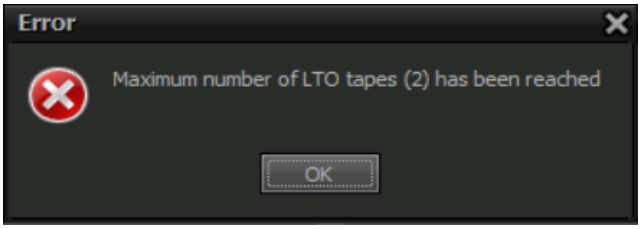
Note
If have selected one or more files that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the files that are not locked will be archived. The locked files will remain in the Archive Candidates tab.

Note

If the number of LTO tapes in the IP2Archive database exceeds the amount allowed by the Xsecure license, then an error message will appear.



The selected files will not be archived. The files in the Archive Queue tab that have already been added to the HSM queue will continue to be archived. Files that have not been picked up yet by the HSM will go into error.

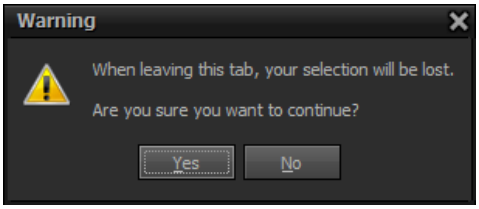
Archiving Refused Clips

To manually start the archiving of one or more files in the Refused tab, proceed as follows:

1. Open the Refused tab.
2. Search for the refused files you want to archive.
3. (Optional) If necessary, change the LTO tape group of certain files. See section "Changing the Tape Group" on page "87".
4. Select the desired files from the Refused grid. Multiple files can be selected.

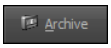
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
5. Click to add the selected files to the Selected Files grid. You can also double-click a file to add it.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



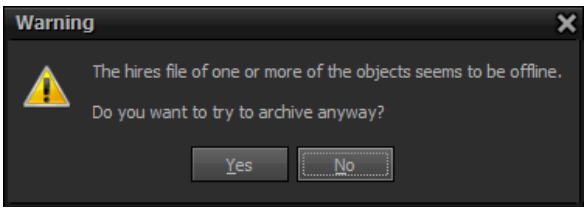
If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

6. Click the **Archive** button  to start the archiving process.

   The selected files will disappear from the Refused tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the files will appear in the Archived tab with the status 'Archived'.

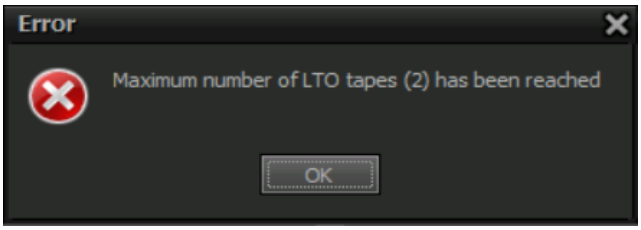
Note
If you have selected a high-resolution video file that is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the file in question back to the Refused grid and retry archiving the clip.

Note

If the number of LTO tapes in the IP2Archive database exceeds the amount allowed by the Xsecure license, then an error message will appear.



The selected files will not be archived. The files in the Archive Queue tab that have already been added to the HSM queue will continue to be archived. Files that have not been picked up yet by the HSM will go into error.

Rearchiving Purged Files

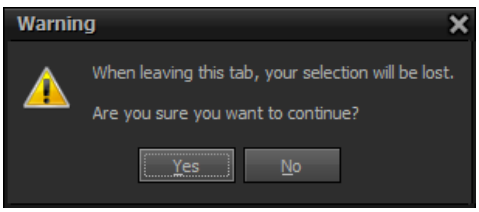
To re-archive one or more high- or low-resolution video files after they have been purged from LTO tape, proceed as follows:

1. Open the Purged tab.
2. Search for the files that have been purged and that you want to archive again.
3. (Optional) If necessary, change the LTO tape group of certain files. See section "Changing the Tape Group" on page "87".
4. Select the desired files from the Purged grid. Multiple files can be selected.

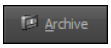
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
5. Click to add the selected files to the Selected Files grid. You can also double-click a file to add it.

Note

If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.

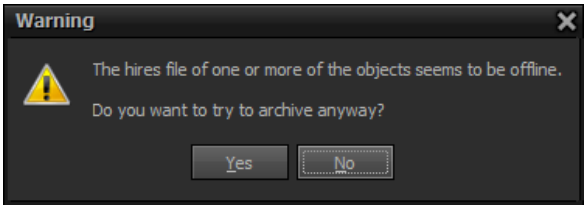


If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

6. Click the **Archive** button  to start the archiving process.

   The selected files will disappear from the Purged tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the files will appear in the Archived tab with the status 'Archived'.

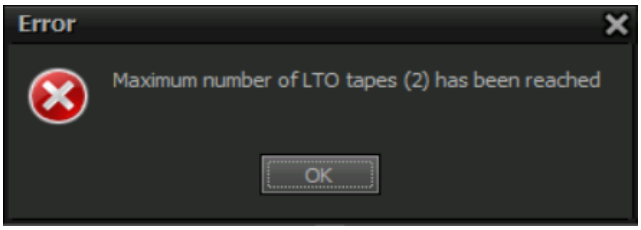
Note
If you have selected a high-resolution video file that is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the file in question back to the Candidates grid and retry archiving the file.

Note

If the number of LTO tapes in the IP2Archive database exceeds the amount allowed by the Xsecure license, then an error message will appear.



The selected files will not be archived. The files in the Archive Queue tab that have already been added to the HSM queue will continue to be archived. Files that have not been picked up yet by the HSM will go into error.

Archiving Low-Resolution Video Files

Note
You can only archive the low-resolution video file of a particular clip if the high-resolution video file has already been archived and has been removed from the nearline storage.

No clip archive metadata updates will be performed in IPDirector and the clip will not be moved from bin to bin.

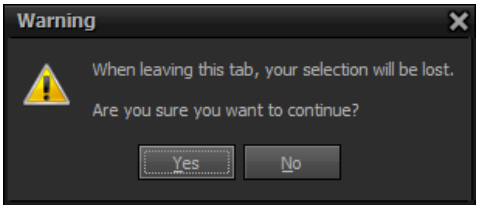
To manually archive the low-resolution video file of one or more clips, proceed as follows:

1. Open the Online Copy Removed tab.
2. Search for and select the desired archived high-resolution files from the Online Copy Removed grid.

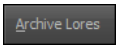
   Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected files to the Selected Files grid. You can also double-click a file to add it.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

4. Click the **Archive Lores** button  to start the archiving process.

   The selected files will disappear from the Selected Files grid but will remain in the Online Copy Removed tab. In the Archive Candidates tab a record will appear for each low-resolution video file with the status 'Initialize'. In the **Resolution** column the low-resolution icon ( ) is displayed.

   - If no errors occur and no automatic archive filter exists for the file, the status of the clip will change into 'Archive Candidate'. Proceed to step 5.

- If no errors occur and an automatic archive filter exists for the file, the file will be moved to the Archive Queue tab. The status of the file will change into 'Request Archive'.
- If an error occurs, the status of the file will change into 'Initialize Error'. The file will remain in the Archive Candidates tab. A **Retry** button will appear allowing the user to retry the action. If the retry fails, the user can refuse the file. The file will be moved to the Refused tab with the status 'Refused'.

5. Click the **Archive** button to start the archiving.

   The file is moved to the Archive Queue tab. The status of the file will change into 'Request Archive'. Once the file has been archived, the file will be moved to the Archived tab with the status 'Archived'.

Note
When you have selected a high-resolution video file of which the low-resolution video file has already been requested to be archived, and you click the **Archive Lores** button, a popup will appear with the following message 'Following clip(s) are not requested: <VARID> (Lores) exists already'. The same is true for a low-resolution video file that has already been archived.

Archiving Files by Filters

In the Configurator one can create archive filters that specify which types of files are allowed to be archived and should be automatically archived by Deep Archive Manager when the user drags the corresponding clip into the Request Archive bin in IPDirector.

If files match the criteria of the archive filter and the automatic archiving feature of the filter has been enabled, they will not enter the Archive Candidates tab, but will immediately appear in the Archive Queue tab with the status 'Request Archive'.

If files match the criteria of the archive filter, but the automatic archiving feature has not been enabled, they will appear in the Archive Candidates tab.

Clips whose files do not match the criteria of the archive filter will be immediately moved to the Rejected bin in IPDirector.

Archiving Clips with Multiple Files

If you try to archive a clip with multiple online high- or low-resolution video files, the Deep Archive Manager will only archive the video file that:

- is online
- matches the criteria of the archive filter with the highest priority in the Configurator.

Changing the Tape Group

Changing the Tape Group of a Single File

To change the tape group of a single file, proceed as follows:

1. Select the desired file in the upper grid.
2. Click the **Tape Group** field and do one of the following:
   - Enter (part) of the name of the tape group.

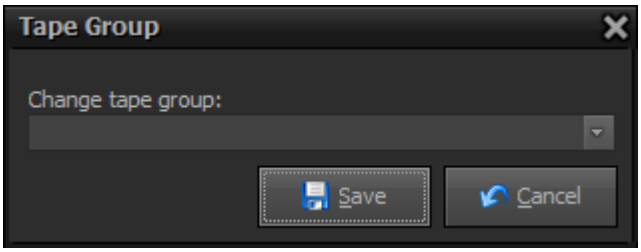
   OR
   - Open the drop-down list and select the desired tape group.
3. Click **Yes** to save your changes.

Changing the Tape Group of All Files

To change the tape group of all files in the grid, proceed as follows:

1. Open the **Edit** menu and select the command **Change All Groups**.

   The Tape Group dialog box appears.



2. Select the new tape group from the drop-down list and click the **Save** button to save your changes.

Note
If a filter has been applied to the grid, only the tape group of the files that are visible in the grid will be changed.

Locking and Unlocking Files

Deep Archive Manager allows you to prevent files from being archived or refused by locking them.

To lock a file, click the corresponding **Lock** button . The file will remain in the Archive Candidates tab.

To unlock a file again, click the **Unlock** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.

Archive Status

A file can have the following archive statuses:

Status	Description
Unknown	The archive status of the file is unknown.
Archive Candidate	The file has been added to the Archive Candidates tab of the Deep Archive Manager.
Request Archive	A request to archive the file has been performed. A deep archive system (HSM) has not been assigned yet.
Archive Storage Assigned	A deep archive system (HSM) has been found ready to perform the archive request.
Archive Requested	The request to archive the file has been submitted to the deep archive system (HSM).
Archiving	The file is being archived by the deep archive system (HSM).
Archived	The file has been archived.
Archive Error	An error occurred during the archiving process.
Refused	The file has been refused in the Archive Candidates tab of the Deep Archive Manager.
Initialize	A record for the low-resolution video file is being initialized.
Initialize Error	An error occurred during the initialization.

5.4.2. Refusing Files

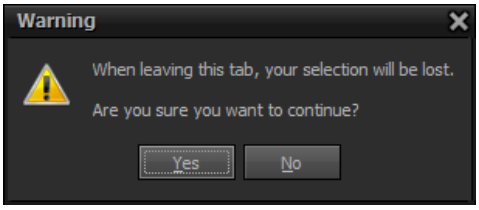
Refusing Archive Candidates

To manually reject the archiving of high- and/or low-resolution video files, proceed as follows:

1. Open the Archive Candidates tab.
2. Search for and select the desired files from the Candidates grid. Multiple files can be selected.

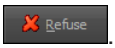
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.

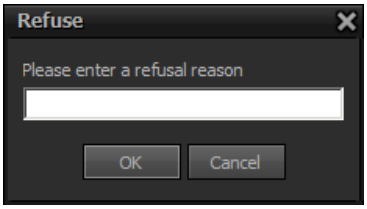


If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

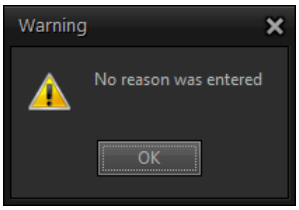
---

4. Click the **Refuse** button  .

   A dialog box appears asking you to enter a refusal reason. It is mandatory to enter a refusal reason.

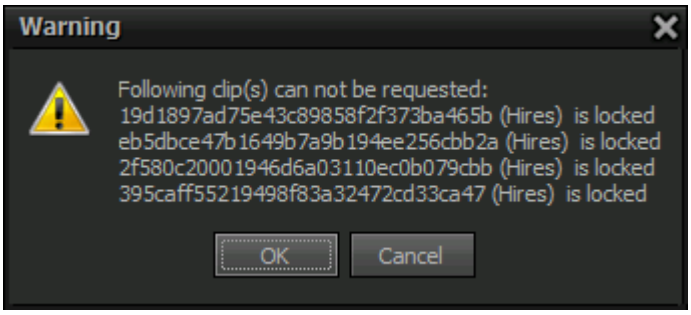


5. Enter a refusal reason and click **OK**. If you do not enter a reason and click **OK**, a warning message will appear and the files will not be refused.



The selected files will disappear from the Archive Candidates tab and will appear in the Refused tab.

Note
If you have selected one or more files that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the files that are not locked will be refused. The locked files will remain in the Archive Candidates tab.

Deleting Refused Files

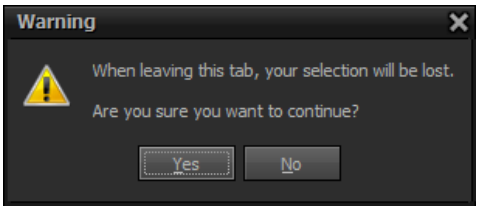
To delete a refused file from Deep Archive Manager and from the database, proceed as follows:

1. Open the Refused tab.
2. Search for and select the desired files in the Refused grid. Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.

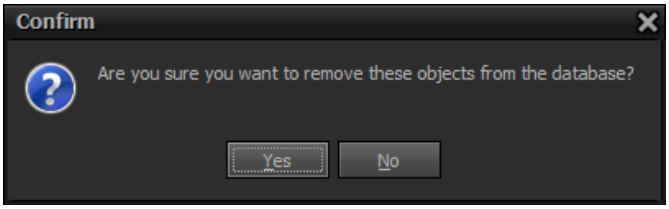


If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

4. Click the **Delete** button.

   A confirmation dialog box appears asking you to confirm your action.



5. Click **Yes** to continue.

   The selected files will be removed from the Refused tab and from the database.

Refusing Files by Filter

In the Configurator one can create refuse archive filters that specify which types of files should be automatically refused by Deep Archive Manager after a certain period of time.

These refuse archive filters only apply to files already present in the Archive Candidates tab.

Clips whose files match the criteria of the refuse archive filter will automatically be moved to the Refused tab when the automatic refusal feature has been activated in the refuse archive filter and when the retention period has been reached.

Clips whose files do not match the criteria of the refuse archive filter or whose files are locked will remain in the Archive Candidates tab.

Changing the Tape Group

Changing the Tape Group of a Single File

To change the tape group of a single file, proceed as follows:

1. Select the desired file in the upper grid.
2. Click the **Tape Group** field and do one of the following:
   - Enter (part) of the name of the tape group.

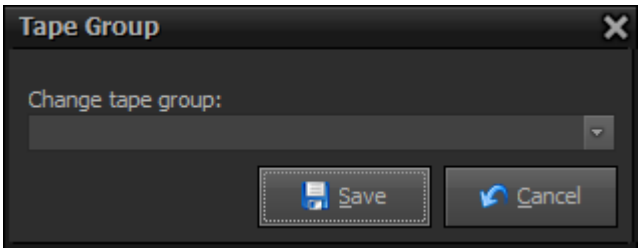
   OR
   - Open the drop-down list and select the desired tape group.
3. Click **Yes** to save your changes.

Changing the Tape Group of All Files

To change the tape group of all files in the grid, proceed as follows:

1. Open the **Edit** menu and select the command **Change All Groups**.

   The Tape Group dialog box appears.



2. Select the new tape group from the drop-down list and click the **Save** button to save your changes.

Note
If a filter has been applied to the grid, only the tape group of the files that are visible in the grid will be changed.

5.5. Removing the Online Copy

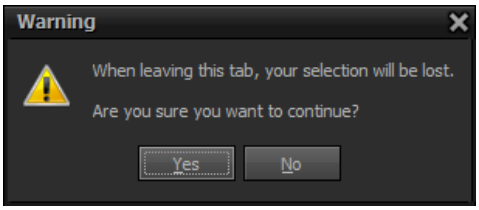
5.5.1. Manually Removing the Online Copy

To remove the high- or low-resolution video file of one or more clips from the nearline storage after they have been archived to LTO tape or after they have been restored, proceed as follows:

1. Open the Archived or Restored tab.
2. Search for and select the desired files from the Archived or Restored grid. Multiple files can be selected.

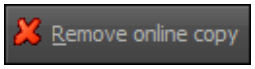
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

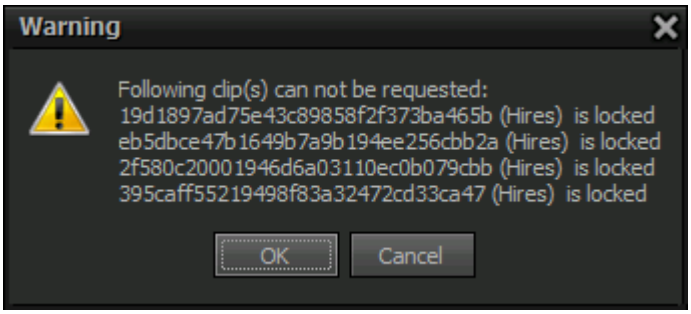
4. Click the **Remove Online Copy** button 

to initiate the removal process.

   The selected files will disappear from the Archived or Restored tab and will appear in the Remove Online Copy Queue tab.

Note
If the corresponding low-resolution video file is not available on the nearline storage and has not been archived on LTO tape, an error message will appear.

Note
If you have selected one or more files that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the high- or low-resolution video files that are not locked will be removed.

5.5.2. Removing the Online Copy by Filter

In the Configurator one can create remove online copy filters that specify which types of files should be automatically removed after a certain period of time from the nearline storage.

The video files that match the criteria of the remove online copy filter will automatically be removed from the nearline storage when the automatic removal feature has been activated and when the retention period has been reached.

The video files that do not match the criteria of the filter or that are locked will remain on the nearline storage.

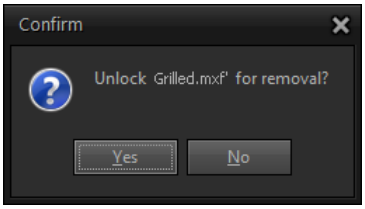
Note
Partially restored high-resolution video files cannot be removed automatically.

5.5.3. Locking and Unlocking Archived Files

Deep Archive Manager allows you to prevent files from being manually or automatically removed from the nearline storage or being purged from LTO tape by locking them.

To lock a file, click the corresponding **Lock** button . The file will remain visible in the Archived tab.

To unlock a file again, click the **Unlock** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.



5.5.4. Removing Partially Restored High-Resolution Files

Partially restored video files can only be removed from the nearline using IPDirector. It is not possible to remove them using Deep Archive Manager.

To help the user decide which partially restored high-resolution video files can be safely removed from the IPDirector nearline storage, the corresponding clips can be sorted in the IPDirector Database Explorer by the userfield Retention Date.

The Retention Date field indicates when a partially restored high-resolution video file can be manually removed from the nearline storage. It is calculated by taking the restore date of the video file and adding to it the number of days that were entered as Retention Period in the Configuration tab of the Configurator. See the section about the Configuration tab in the Configurator user manual for more information.

Files with the oldest retention date can be safely removed from the nearline storage.

5.5.5. Remove Online Copy Status

A file can have one of the following statuses:

Status	Description
Remove Online Copy Candidate	The file has been added to the Archived or Restored tab and is a potential candidate to be removed from LTO tape.
Request Remove Online Copy	A request to remove the file from the nearline storage has been performed.
Removing Online Copy	The high- or low-resolution video file is being removed from the nearline storage.
Online Copy Removed	The high- or low-resolution video file has been removed from the nearline storage.
Remove Online Copy Error	An error occurred during the removal of the file.

5.6. Restoring Files

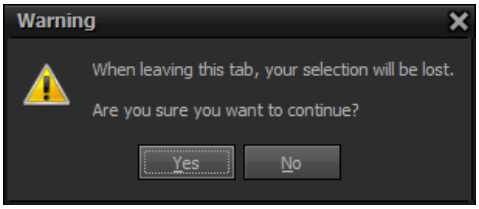
5.6.1. Restoring Archived Files

To restore archived high- or low-resolution video to the nearline storage, proceed as follows:

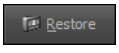
1. Open the Online Copy Removed tab.
2. Search for and select the desired files from the Online Copy Removed grid. Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

4. Click the **Restore** button  to start the restoring.

   The selected files will disappear from the Online Copy Removed tab and will appear in the Restore Queue tab with the status 'Request Restore'. See section "Restore Queue Tab" on page "33".

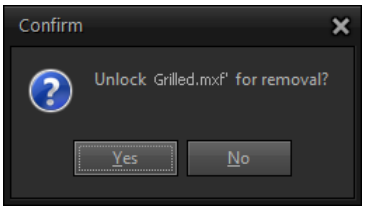
Note
If you try to restore a file that is stored on an LTO tape that is not present in the LTO tape library, the following error message will be displayed under the file in the Restore Queue tab: "The tape for <FILENAME> is not inserted in the tape robot. Please insert tape <TAPE_ID>."
Insert the tape in the LTO tape library, click the **Retry** button next to the file you want to restore and then select the option: **Retry the underlying Restore Process**.

5.6.2. Locking and Unlocking Restored Files

Deep Archive Manager allows you to prevent files from being manually or automatically removed from the nearline storage or being purged from LTO tape by locking them.

To lock a file, click the corresponding **Lock** button . The file will remain visible in the Restored tab.

To unlock a file again, click the **Unlock** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.



5.6.3. Restore Status

A file can have the following restore statuses:

Status	Description
Request Restore	A request to restore the video file has been performed. A deep archive system (HSM) has not yet been assigned.
Restore Candidate	The file has been added to the Online Copy Removed tab of the Deep Archive Manager.
Restore Storage Assigned	A deep archive system (HSM) has been found ready to perform the restore request.
Restore Requested	The request to restore the video file has been submitted to the deep archive system (HSM).
Restoring	The video file is being restored.
Restore Error	An error occurred during the restore process.
Partially Restored	The video file has been partially restored from LTO tape.

5.7. Purging Files

5.7.1. Manually Purging Archived Files

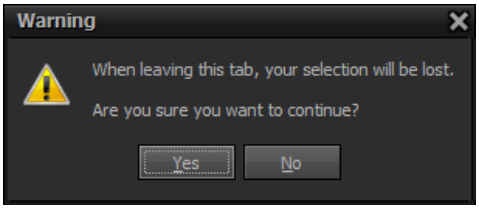
To purge one or more video files from LTO tape in case these files are still available on the nearline storage, proceed as follows:

1. Open the Archived tab.
2. Search for and select the desired files from the Archived grid. Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.

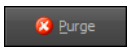
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Clips grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



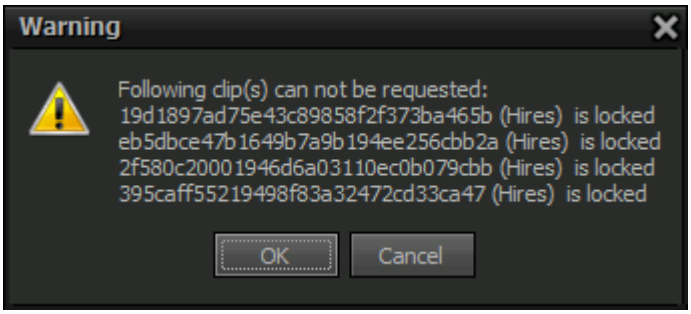
If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

4. Click the **Purge** button  to start the purge process.

   The selected files will disappear from the Archived tab and will appear in the Purge Queue tab. The high- or low-resolution video files will be purged from LTO tape. See section "Purge Queue Tab" on page "42". Once the purge has been completed, the files will appear in the Purged tab. See section "Purged Tab" on page "44".

Note
If you have selected one or more files that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the files that are not locked will be purged. The locked files will not be purged and remain in the Archived tab.

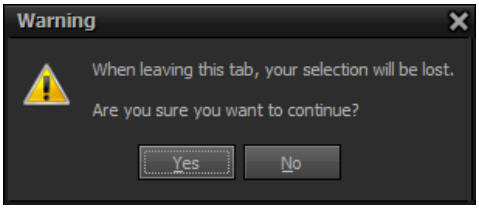
5.7.2. Manually Purging Archived Files Without Online Copy

To purge one or more files from LTO tape in case they are no longer available online, proceed as follows:

1. Open the Online Copy Removed tab.
2. Search for and select the desired files from the Online Copy Removed grid. Multiple files can be selected.

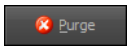
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

4. Click the **Purge** button  to start the purge.

   The selected files will disappear from the Online Copy Removed tab and will appear in the Purge Queue tab. See section "Purge Queue Tab" on page "42".

5.7.3. Manually Purging Restored Files

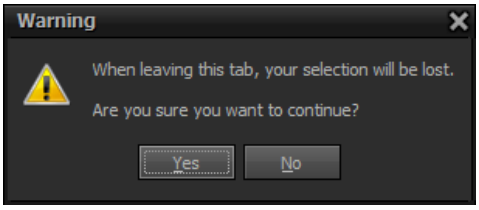
Note
Partially restored high-resolution video files cannot be purged.

To purge fully restored high- or low-resolution video files, proceed as follows:

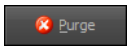
1. Open the Restored tab.
2. Search for and select the desired files from the Restored grid. Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the selected files to the Selected Files grid. You can also double-click a file to add it.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.

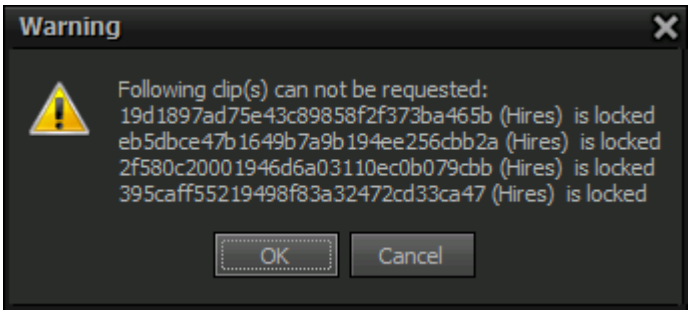


If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

4. Click the **Purge** button  to initiate the purge process.

   The selected files will disappear from the Restored tab and will appear in the Purge Queue tab. The high- or low-resolution video file will be purged from LTO tape. See section "Purge Queue Tab" on page "42".

Note
If you have selected one or more files that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the high- or low-resolution video files that are not locked will be purged from LTO tape.

5.7.4. Purging Files by Filter

Introduction

In the Configurator one can create purge filters that specify which types of files should be automatically removed from LTO tape by Deep Archive Manager.

The clips whose files match the criteria of the purge filter will be automatically moved to the Purge Candidates tab when the automatic purge feature has been activated and when the retention period has been reached.

The clips whose files do not match the criteria or that are locked will not be moved to the Purge Candidates tab.

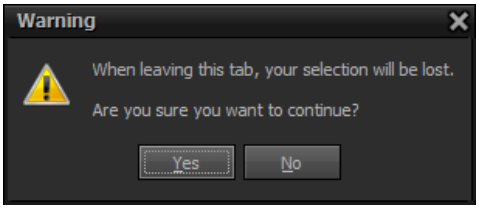
Procedure

To do this, proceed as follows:

1. Open the Purge Candidates tab.
2. Search for and select the desired files. Multiple files can be selected.

   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.
3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

---

4. Click the **Purge** button to initiate the purge process.

   The selected files will disappear from the Purge Candidates tab and will appear in the Purge Queue tab.See section "Purge Queue Tab" on page "42". The files will be removed from LTO tape.

5.7.5. Refusing Files from Being Purged

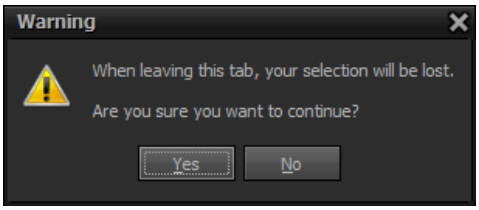
To refuse files that have been automatically requested to be purged from LTO tape, proceed as follows:

1. Open the Purge Candidates tab.
2. Search for and select the desired files from the Purge Candidates grid. Multiple files can be selected.

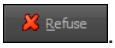
   To select a consecutive group of items, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive items, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click to add the files to the Selected Files grid. You can also double-click a file to add it to the Selected Files grid.

Note
If you switch to another tab when there are still items in the Selected Files grid, a warning will appear.



If you click **Yes**, the selected files will be removed from the Selected Files grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected files will not be removed.

4. Click the **Refuse** button  .

   The files will disappear from this tab, and appear again in the Online Copy Removed tab or Restored tab. Depending on the settings, they can also reappear again in the Archived tab. See section "Options Tab" on page "115".

5.7.6. Purge Status

A file can have one of the following purge statuses:

Status	Description
Purge Candidate	The file has been automatically requested to be purged and has been added to the Purge Candidates tab.
Purge Requested	A request to remove the file from LTO tape has been performed.
Purging	The file is being removed from LTO tape.
Purged	The file has been removed from LTO tape.
Purge Error	An error occurred during the purge process.

5.7.7. Changing the Tape Group

Changing the Tape Group of a Single File

To change the tape group of a single file, proceed as follows:

1. Select the desired file in the upper grid.
2. Click the **Tape Group** field and do one of the following:
   - Enter (part) of the name of the tape group.

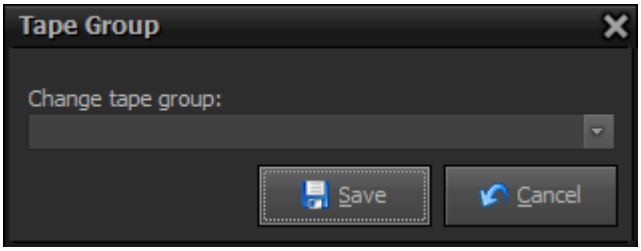
   OR
   - Open the drop-down list and select the desired tape group.
3. Click **Yes** to save your changes.

Changing the Tape Group of All Files

To change the tape group of all files in the grid, proceed as follows:

1. Open the **Edit** menu and select the command **Change All Groups**.

   The Tape Group dialog box appears.



2. Select the new tape group from the drop-down list and click the **Save** button to save your changes.

Note
If a filter has been applied to the grid, only the tape group of the files that are visible in the grid will be changed.

5.8. Canceling Jobs

NEW !

Introduction

Deep Archive Manager allows you to cancel deep archive jobs (archive, restore, remove online copy, purge) from being sent to the hierarchical storage management system.

You can cancel a single job or all jobs present in a particular queue.

The status of a canceled job will be reset and the clip record will disappear from the queue.

Canceling is possible as long as a job has one of the following statuses:

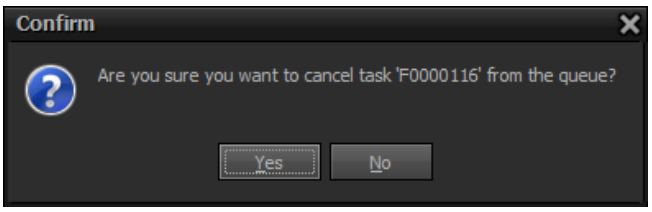
- For archive jobs: 'Request Archive', 'Archive Storage Assigned'
- For restore jobs: 'Request Restore', 'Restore Storage Assigned'
- For remove online copy jobs: 'Request Remove Online Copy'
- For purge jobs: 'Purge Requested'.

How to Cancel a Single Job

To cancel a single job in the Archive Queue, Remove Online Copy Queue, Restore Queue or Purge Queue, proceed as follows:

1. Click the **Cancel Job** button of the job you want to cancel.

   The following message appears :"Are you sure you want to cancel task '<VARID>' from the queue?".

2. Click **Yes** to continue.

   The job disappears from the queue.

   A canceled archive job reappears in the Archive Candidates tab with the status 'Archive Candidate'.

   A canceled full restore job reappears in the Online Copy Removed tab with the status 'Online Copy Removed'.

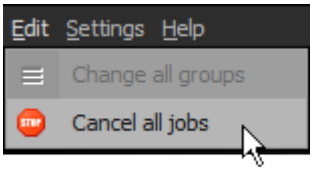
   A canceled partial restore job is removed from Deep Archive Manager.

   A canceled purge job reappears in the tab from which the purge job was requested with its previous status.

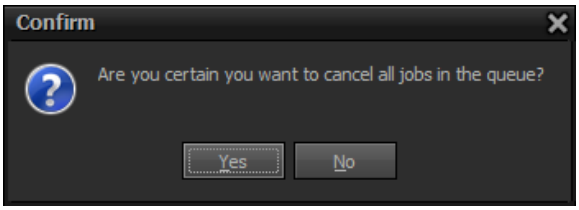
How to Cancel All Jobs

To cancel all jobs present in the Archive Queue, Remove Online Copy Queue, Restore Queue or Purge Queue, proceed as follows:

1. Open the **Edit** menu and select the **Cancel All Jobs** command.

   The following message appears: "Are you certain you want to cancel all jobs in the queue?".



2. Click **Yes** to continue.

   The jobs with the appropriate status disappear from the queue.

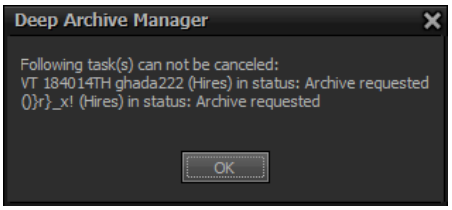
   Canceled archive jobs reappear in the Archive Candidates tab with the status 'Archive Candidate'.

   Canceled full restore jobs reappear in the Online Copy Removed tab with the status 'Online Copy Removed'.

   Canceled partial restore jobs are removed from Deep Archive Manager.

   Canceled purge jobs reappear in the tab from which the purge jobs were requested with their previous status.

   If the queue also contains jobs without the appropriate status, the following message will appear: "Following task(s) can not be canceled: <VARID> in status: <STATUS>".


Deep Archive Manager
Following task(s) can not be canceled:
VT 184014TH ghada222 (Hires) in status: Archive requested
{}r}_x! (Hires) in status: Archive requested
OK

   Click **OK** to close the message. The jobs will remain in the queue.

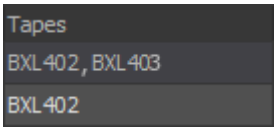
5.9. Synchronizing LTO Tape IDs

5.9.1. Display of Multiple LTO Tapes

NEW !

Introduction

Deep Archive Manager allows you at any moment to keep track of the LTO tapes on which a video file is actually archived by displaying their IDs in the Tapes column.



In certain cases, these IDs automatically appear in the Tapes column. In other cases, you will have to manually request the retrieval of this information from the hierarchical storage management system.

In Case of a Normal Archive Workflow

In case of a normal archive workflow, Deep Archive Manager automatically displays the LTO tape ID as soon as the file has been successfully archived.

In Case of Backup Tapes

In case one or more backup tapes have been created of the LTO tape on which the video file has been archived, the ID of these tapes is not automatically displayed in Deep Archive Manager. You will have to manually request the retrieval of these IDs from the hierarchical storage management system.

You can request the retrieval of this information for one specific file, but also for all files visible in the tab. See section "Synchronizing the LTO Tape IDs of a Single File" on page "91" and "Synchronizing the LTO Tape IDs of All Files" on page 91 for more information.

If IP2Archiveinterfaces with DIVA, you can also retrieve this information using the Deep Archive Sync tool. See the user manual for more information.

In Case of Tape Repacking

In case a video file has been moved to another LTO tape because of a tape repack operation, and IP2Archive does not interface with DIVA, then the ID of the new LTO tape is not automatically displayed in the Deep Archive Manager.

You can request the retrieval of this information for one specific file, but also for all files visible in the tab. See section "Synchronizing the LTO Tape IDs of a Single File" on page "91" and "Synchronizing the LTO Tape IDs of All Files" on page 91 for more information.

If IP2Archiveinterfaces with DIVA, then in the background, the Deep Archive Sync Controller tool will automatically retrieve this information from DIVA and update it in the IP2Archivedatabase after the repack has been successfully updated.

You can also manually retrieve this information using the Deep Archive Sync tool. See the user manual for more information.

In Case of a Manual Purge

In case a video file has been manually purged from the main or a backup LTO tape using the HSM instead of Deep Archive Manager, this is not automatically reflected in the Tapes column.

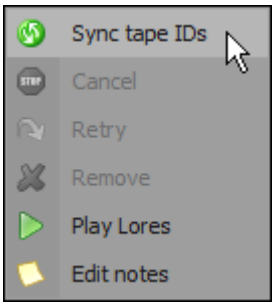
You can request the retrieval of this information for one specific file, but also for all files visible in the tab. See section "Synchronizing the LTO Tape IDs of a Single File" on page "91" and "Synchronizing the LTO Tape IDs of All Files" on page 91 for more information.

If IP2Archiveinterfaces with DIVA, you can also retrieve this information using the Deep Archive Sync tool. See the user manual for more information.

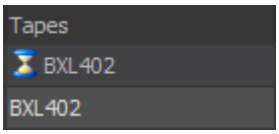
5.9.2. Synchronizing the LTO Tape IDs of a Single File

NEW ! To synchronize the LTO tape IDs of a single file, proceed as follows:

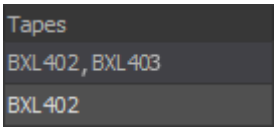
1. Select and right-click the desired file.
2. From the context menu, select **Sync Tape IDs**. Note that this option is not available in the following tabs: Archive Candidates, Refused, Archive Queue, Purge Queue and Purged tab.



An hourglass icon appears in the **Tapes** column next to the tape IDs that are already present.



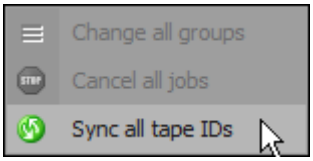
In the background, the LTO tape IDs in the IP2Archive database are synchronized with the ones in the database of the hierarchical storage management system. Once the synchronization has been completed, the hourglass icon disappears again. The LTO tape IDs are separated by a comma.



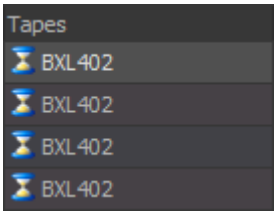
5.9.3. Synchronizing the LTO Tape IDs of All Files

NEW ! To synchronize the LTO tape IDs of all files in a particular tab, proceed as follows:

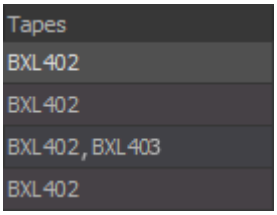
1. Open the desired tab.
2. From the **Edit** menu, select **Sync All Tape IDs**. Note that this option is not available in the following tabs: Archive Candidates, Refused, Archive Queue, Purge Queue and Purged tab.



- If the list does not contain any partial restores, an hourglass icon appears in the **Tapes** column next to the tape IDs that are already present.



  In the background, the LTO tape IDs in the IP2Archivedatabase are synchronized with the ones in the database of the hierarchical storage management system. Once the synchronization has been completed, the hourglass icon disappears again. The LTO tape IDs are separated by a comma.



- If the list only contains partially restored files, then an error message appears: 'Partial clips cannot be synced. You need to request the sync of the full clip.'

  Click **OK** to close the message.

- If the list contains a mix of partial and full restores, the following message appears: 'Partial clips cannot be synced. You need to request the sync of the full clip. You want the sync the tape ID of x records?'

  Click **Yes** to perform the synchronization for the fully restored files.

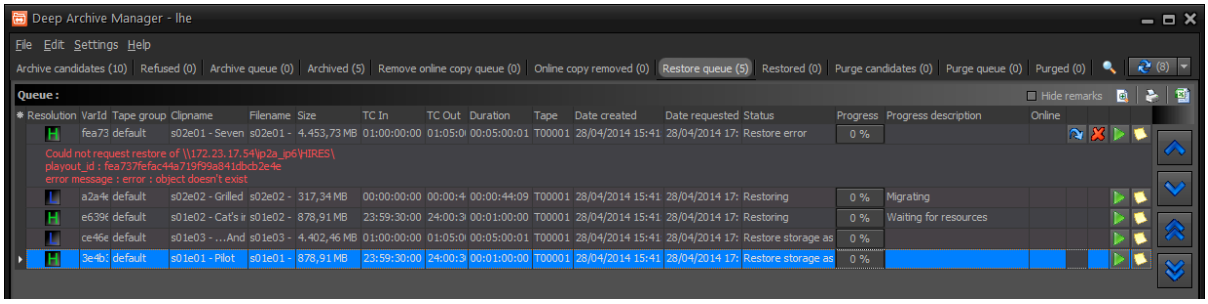
5.10. Errors

5.10.1. Types of Errors

Two types of errors can be distinguished in the Archive Queue, Remove Online Copy Queue, Restore Queue and Purge Queue tab of the Deep Archive Manager:

- Errors originating from the deep archive system, e.g. archive, remove online copy, restore and purge errors.
- Errors not originating from the deep archive system, e.g. database errors.

The errors are displayed in the grid below the file they apply to. A **Retry** button and **Delete** button appear next to each file with an error message.


Deep Archive Manager - lhe
File Edit Settings Help
Archive candidates (10) | Refused (0) | Archive queue (0) | Archived (5) | Remove online copy queue (0) | Online copy removed (0) | Restore queue (5) | Restored (0) | Purge candidates (0) | Purge queue (0) | Purged (0)
Queue :
Hide remarks
Resolution VarId Tape group Clipname Filename Size TC In TC Out Duration Tape Date created Date requested Status Progress Progress description Online
fea73 default s02e01 - Seven s02e01 - 4.453,73 MB 01:00:00:00 01:05:0 00:05:00:01 T00001 28/04/2014 15:41 28/04/2014 17: Restore error 0 %
Could not request restore of \\172.23.17.54\ip2a_ip6\HIRES\
playout_id : fea737fefac44a719f99a841dbcb2e4e
error message : error : object doesn't exist
a2a4 default s02e02 - Grilled s02e02 - 317,34 MB 00:00:00:00 00:00:4 00:00:44:09 T00001 28/04/2014 15:41 28/04/2014 17: Restoring 0 % Migrating
e639 default s01e02 - Cat's ir s01e02 - 878,91 MB 23:59:30:00 24:00:3 00:01:00:00 T00001 28/04/2014 15:41 28/04/2014 17: Restoring 0 % Waiting for resources
ce46 default s01e03 - ...And s01e03 - 4.402,46 MB 01:00:00:00 01:05:0 00:05:00:01 T00001 28/04/2014 15:41 28/04/2014 17: Restore storage as 0 %
3e4b default s01e01 - Pilot s01e01 - 878,91 MB 23:59:30:00 24:00:3 00:01:00:00 T00001 28/04/2014 15:41 28/04/2014 17: Restore storage as 0 %

The error messages can be hidden by selecting the **Hide Remarks** check box.

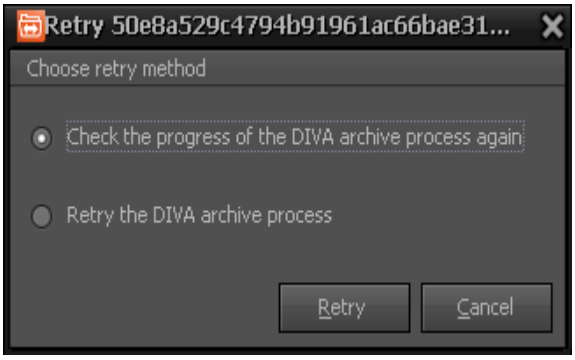
5.10.2. Handling Errors From the Deep Archive System

Retrying Errors

To retry a task, e.g. archiving, restoring, removing online copy, or purging of a particular file, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Retry** button .

   A dialog box appears.



2. Select:
   - the first retry method, if you want Deep Archive Manager to automatically return to the status prior to the error status. For example, before archiving the Deep Archive Manager always checks if the files to be archived actually exist. If during this check the connection with the network is temporarily lost, an error message will appear in the Deep Archive Manager GUI. When the connection is restored, you can tell Deep Archive Manager to return to the status before the error status, i.e. the checking of the existence of the file to be archived, and to retry the corresponding action. This retry method is selected by default.
   - the second retry method, if you want the deep archive system to restart the process. For example, when there is a tape robot malfunction, an error message will appear in the Deep Archive Manager GUI. Once the malfunction is repaired, you can restart the process by selecting the second retry method. The process will return to the first status of the corresponding job, for example Request Archive.

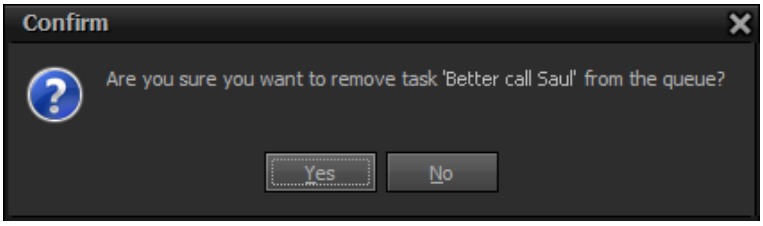
     If the error gets solved, the process will continue. Otherwise, the record will go into error again.

Deleting Errors

To delete a task, e.g. archiving, restoring, removing online copy, or purging of a particular clip, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Delete** button .

   A dialog box appears asking you to confirm the action.



2. Click **Yes** to continue.

   The file will disappear from the current tab and will appear in the tab it originated from. For example, a clip in the Remove Online Copy Queue tab will return to the Archived tab.

5.10.3. Handling Other Errors

To handle an error that does not originate from the deep archive system, click the **Retry** button . Deep Archive Manager will automatically return to the status prior to the error.

6. Managing Grids

6.1. Introduction

In Deep Archive Manager most of the data is displayed in grids. Each grid consists of a number of columns containing specific information.

Deep Archive Manager provides you a number of features to customize each grid.

You can:

- adjust the width of each column
- reorder columns
- add and remove columns
- hide and unhide columns
- sort, filter and group data
- perform basic calculations on data.

You can also print the data of each grid or export it to Excel for reporting purposes.

Note
- Sorting data is not possible in the Archive Queue, Remove Online Copy Queue, Restore Queue and Purge Queue tab.
- Grouping data is only possible in the Search tab.

6.2. Manipulating Columns

6.2.1. Adjusting the Width of Columns

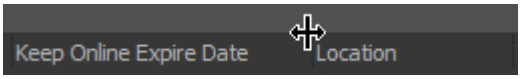
The width of each grid column can be manually or automatically adjusted.

How to Manually Adjust the Column Width

To manually adjust the width of a particular column, drag the right or left border of the column header until the column has the desired width.

To manually change the width of a column to fit its contents, double-click the boundary on the right side of the column header.

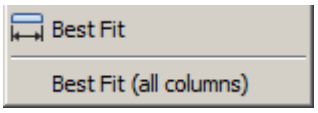
If you hold your cursor over a column header border, it will change into a double-headed arrow.



How to Automatically Adjust the Column Width

To automatically adjust the width of a column to fit its contents, right-click the column header, and then select the **Best Fit** option from the context menu.

To automatically adjust the width of all columns to fit their contents, right-click the column header, and then select the **Best Fit (all columns)** option from the context menu.



6.2.2. Reordering Columns

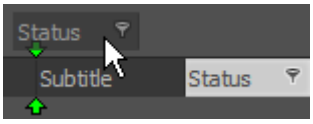
If you want the information in a grid to be displayed in a different order, you can change the position of the columns. There are two ways to reorder columns.

How to Reorder a Column Using a Drag-And-Drop Action

To reorder a column by directly dragging its header, proceed as follows:

1. Click the header of the column you want to move and hold down your left mouse button.
2. Drag the column header to the desired position in the grid.

   Two arrows will indicate where it is possible to insert the column.

   A black prohibition sign will indicate where the column cannot be inserted.

3. Release the left mouse button to insert the column.

How to Reorder a Column Using the Show/Hide/Move Button

You can also reorder the columns of a grid by using the **Show/Hide/Move** button:

1. Click on the left side of the first column header.

   A drop-down list containing the headers of the grid columns appears. The column headers are listed in the order in which the columns are displayed in the grid. The first header in the list is the leftmost field in the grid. The columns that are visible in the grid are selected.

   The headers in the screenshot below can differ from the headers available in your application.

2. Select a header and drag it to the desired position in the list. Green arrows will appear indicating where you can insert the grid.

In the grid, the column will be moved to the new position.

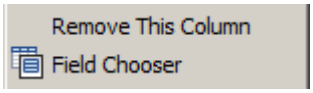
6.2.3. Adding and Removing Columns

If you want more or less information to be displayed in a particular grid, you can simply add or remove one or more columns.

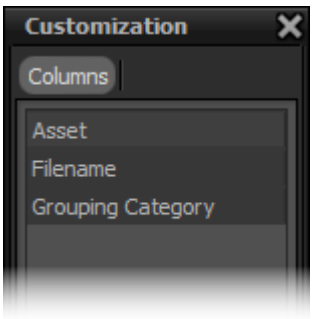
How to Add a Column

To add a column to a grid, proceed as follows:

1. Right-click the header of a column, and then select the option **Field Chooser** from the context menu.

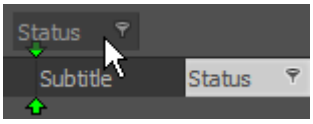


A dialog box appears with a list of predefined columns you can add to the grid. Note that the column headers shown in the screenshot below can differ from the ones displayed in your application.



2. From the list, select the header of the column you want to add to the grid.
3. Drag the column header to the desired position in the grid.

Two green arrows will appear indicating where you can insert the column.

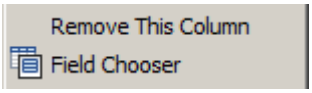


A black prohibition sign or cross will appear if you try to insert the column in a location where it cannot be inserted.

4. Release the left mouse button to insert the column.

How to Remove a Column

To remove a column from a grid, right-click its header and then select the option **Remove This Column** from the context menu.



The column will disappear from the grid and its header will be added to the dialog box containing the columns that can be added to the grid.

The removed column can be added again to the grid.

6.2.4. Hiding and Unhiding Columns

You can temporarily hide columns from a grid without having to remove them. Afterwards, you can easily make them visible again.

How to Hide a Column

To hide a particular column from a grid, proceed as follows:

1. Click the **Show/Hide/Move** button in the top left corner of the grid.

   A drop-down list will appear with the available columns.

2. Deselect the check box next to the header of the column you want to hide from the grid.

How to Unhide a Column

To make a hidden column visible again, proceed as follows:

1. Click the **Show/Hide/Move** button in the top left corner of the grid.

   A drop-down list will appear with the available columns.

2. Select the check box next to the header of the column you want to make visible again.

6.3. Copying Data

To copy the data of a particular grid row to the Clipboard, proceed as follows:

1. Select the appropriate row in the grid.
2. Press CTRL +C.

6.4. Sorting Data

Each grid can be sorted according to the values in one of the columns. You can sort text (from A-Z or from Z-A), numbers (from low to high or from high to low).

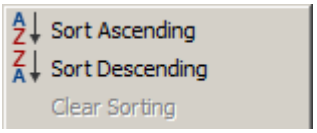
How to Sort Data by Clicking a Column Header

To sort the data in a particular column, click the column header once to sort the data in ascending order. Click again to sort the data in descending order. An arrow next to the column header indicates the sorting method.

	sorted in ascending order
	sorted in descending order

How to Sort Data by Using the Context Menu

You can also sort the data in a particular column by right-clicking the column header and selecting the desired sorting method from the context menu.



To clear the sorting in a particular column, right-click the column header and select the option **Clear Sorting** from the context menu.

6.5. Filtering Data

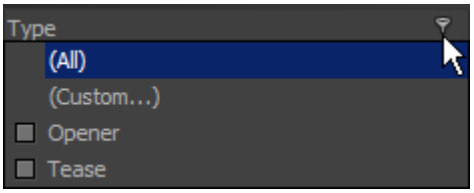
You can filter the data in a grid by using two types of filters: by one or more values from a particular column or by simple or complex criteria.

6.5.1. Filtering by Values From a Column

To filter the data in a particular grid by one or more values from a particular column, proceed as follows:

1. Hold your cursor over the header of the column by whose values you want to filter the grid, and then click the filter button.

   A drop-down list opens containing all the column values.

2. Select the desired values.

   Only the records that contain one of the selected values are displayed in the grid. At the bottom of the grid a filter bar appears displaying the applied filter.

3. In the filter bar, do one of the following:
   - Clear the check box next to the filter to undo it. Select the check box to apply the filter again.
   - Click to undo the filter and close the filter bar.
   - Click to open a drop-down list containing previously applied filters.
   - Click **Customize** to create a complex filter.

6.5.2. Filtering by Criteria

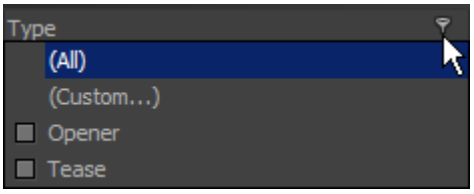
Filters by criteria can be simple or complex:

- **Simple filters** consist of one or two criteria and one Boolean operator (AND or OR).
- **Complex filters** consist of more than two criteria and more than one Boolean operator (AND, OR, NOT AND and NOT OR).

How to Create a Simple Filter

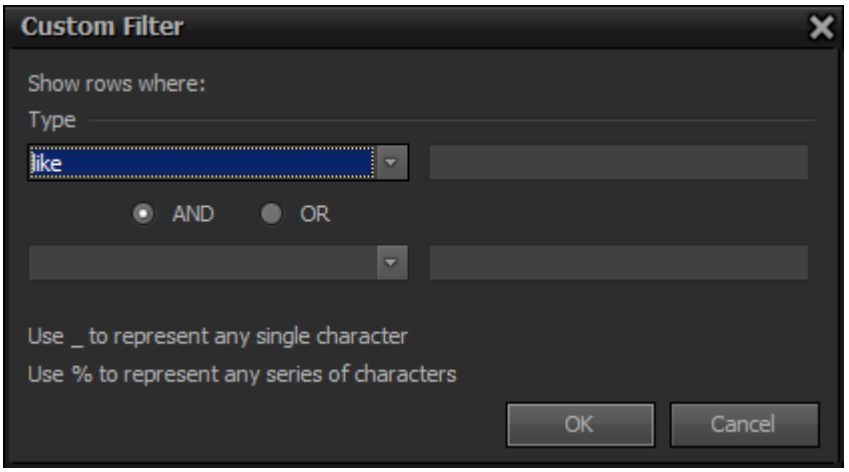
To create a simple filter, proceed as follows:

1. Hold your cursor over the header of the desired column, and then click the filter button appearing in the right corner.



2. From the drop-down list, select the option **(Custom…)**.

   The Custom Filter dialog box appears. Here you can enter the criterion or the two criteria you want to filter the values of the selected column by.



3. Select the desired comparison operator from the first drop-down list.

   A comparison operator is used in comparison criteria to compare two values. Operators include: 'equals', 'does not equal', 'is less than', 'is less than or equal to', 'is greater than', 'is greater than or equal to', 'like', 'not like', 'is blank' and 'is not blank'.

   For example, if you want to filter the values of a column by text that includes a certain word, character or sign, you have to select the comparison operator 'like'.

4. Enter text in the field next to the first drop-down list.

   For example, if you want to filter by text that includes the letter 'S', type %S%.

   The % wildcard can substitute for zero or more characters. The _ character can substitute for exactly one character.

5. If you want to add a second filter criterion, select the desired Boolean operator. Select:
   - **AND**, if both criteria have to be true;
   - **OR**, if at least one of the criteria or both have to be true.
6. Select the desired comparison operator from the second drop-down list, and then enter text in the field at the right.
7. Click **OK** to apply the filter.

   Only the values matching the entered criterion or criteria will be displayed.

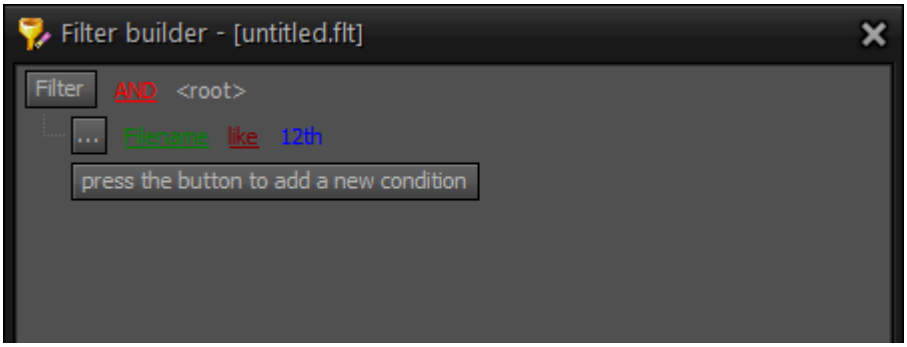
How to Create a Complex Filter

To create a complex filter, proceed as follows:

1. Apply a simple filter to a grid or filter a grid by selecting one or more values from a list of values. See above.

   At the bottom of the grid a filter bar appears.
2. In the filter bar, click the **Customize** button.

   A dialog box appears that allows you to create complex filters. The criteria of the active filter are displayed in a tree structure. Here you can add extra criteria and change the existing criteria.



3. Do one of the following:

- To add a new criterion, do one of the following:
  - click the **Press the Button to Add a New Condition** button;
  - click the **Filter** button and select **Add Condition**;
  - click ... next to a criterion and select **Add Condition**.
- To change a criterion, do one of the following:
  - click a column header (green and underlined text) and select another value from the list;
  - click a comparison operator (dark red and underlined text) and select another value from the list: ‘equals’, ‘does not equal’, ‘is less than’, ‘is less than or equal to’, ‘is greater than’, ‘is greater than or equal to’, ‘like’, ‘not like’, ‘is blank’, ‘is not blank’, ‘between’, ‘not between’, ‘in’, ‘not in’;

- click the dark blue text on the right of the comparison operator and enter another value.

- To delete a criterion, click the button to the left of the criterion and select the option **Remove Row**.
- To add a group of criteria, do one of the following:
  - click next to a random criterion and select **Add Group**;
  - click the **Filter** button and select **Add Group**.
- To delete all criteria, click the **Filter** button and select the option **Clear All**.

4. Do one of the following:
   - To open an existing complex filter, click **Open**;
   - To save the current filter, click **Save As**;
   - To confirm the changes and close the dialog box, click **OK**;
   - To undo the changes, click **Cancel**.
   - To apply the changes, click **Apply**.

   At the bottom of the grid a bar appears which displays the components of the complex filter. Note that if you have already created a custom filter in the past, you can reapply it by clicking the current filter or the downward pointing arrow. A drop-down list containing previous filters appears.

6.6. Grouping Data

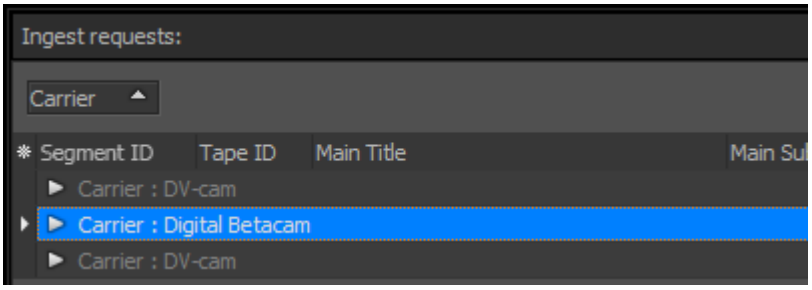
The data in each grid can be grouped by one or more columns.

How to Group Data

To group the data in a grid by one or more columns, proceed as follows:

1. Right-click any column header.
2. From the context menu, select the option:
   - **Group By This Field** if you want to quickly group the data in the grid by this column.

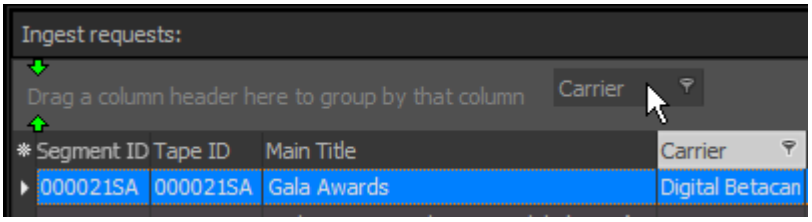
     The Group By box automatically appears above the grid displaying the header of the column(s) the data is grouped by. By default, the groups are sorted in ascending order. To change the sorting of the groups, click the column header in the Group By box. Proceed to step 4.

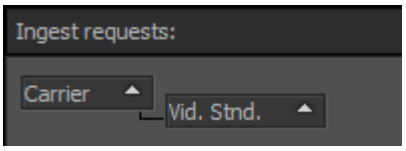
   - **Group By Box** if you want to group the data by dragging one or more column headers to the Group By box.

     The Group By box appears above the grid. Proceed to step 3.
3. Drag the header of the column by which you want to group the data in the grid to the Group By box.

   Two green arrows will indicate where you can drop the column header.

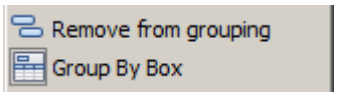
4. (Optional) To create subgroups, drag one or more of the other column headers to the Group By box. Two green arrows will indicate where you can insert the header. You can add each new header before or after the headers that are already there. If necessary, you can still reorder the headers to change the grouping hierarchy.



How to Ungroup Data

To undo a grouping, do one of the following:

- Drag the desired column header from the Group By box back to the grid.
- Right-click the header of the column in the Group By box you want to remove from the grouping and select the option **Remove From Grouping** from the context menu. This option only appears if a grouping has been applied.



To remove the Group By box again, right-click any column header in the grid and select the option **Group By Box** from the context menu.

6.7. Performing Basic Calculations on Data

6.7.1. Footers and Basic Calculations

You can perform basic calculations on the data in a grid by adding footers.

Types of Footers

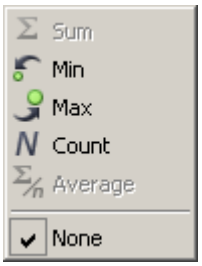
Two types of footers can be distinguished:

- **Grid footer:** Footer added at the bottom of a grid allowing you to perform calculations on all values in a particular column.
- **Group footer:** Footer added at the bottom of a group allowing you to perform calculations on the values of a particular column in that group.

The result of a calculation performed on the data of a particular column is displayed in a **footer cell** below the column in the grid or group footer.

Basic Calculations

Right-clicking a footer cell in a grid or group footer will open the **footer context menu**. This menu will allow you to select or change the type of calculation that should be performed on the data of a particular column.



Depending on the type of data contained in each column, you will be able to perform one or more of the following calculations:

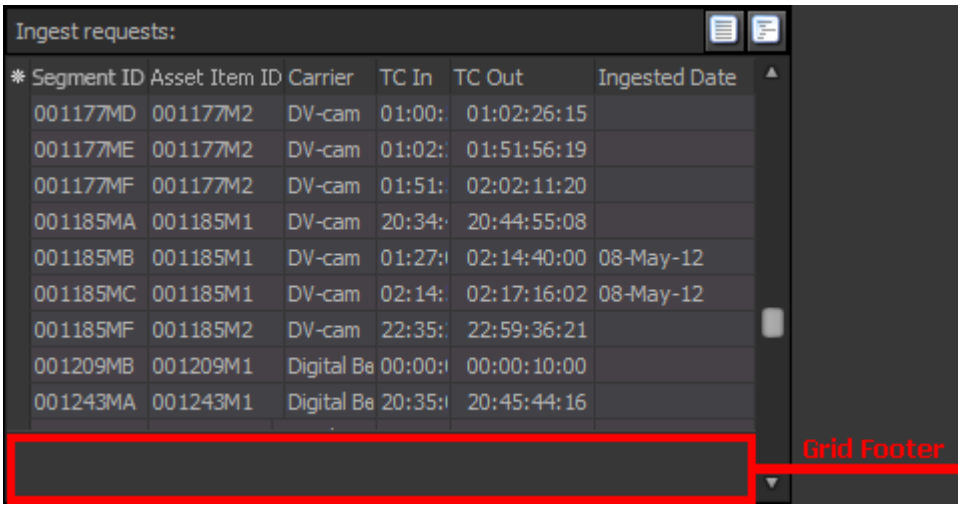
- **Sum**: Adds up all numbers in a column.
- **Min**: Defines the lowest value in a column.
- **Max**: Defines the highest value in a column.
- **Count**: Counts the elements in a column.
- **Average**: Calculates the average value of all numbers in a column.

6.7.2. Performing Basic Calculations on Non-Grouped Data

To perform basic calculations on all the data of one or more column, proceed as follows:

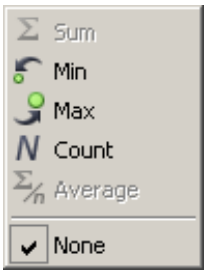
1. Right-click the desired column header.
2. From the context menu, select the **Footer** option.

The grid footer automatically appears at the bottom of the grid.



3. In the grid footer, right-click the footer cell below the column whose data you want to perform calculations on.

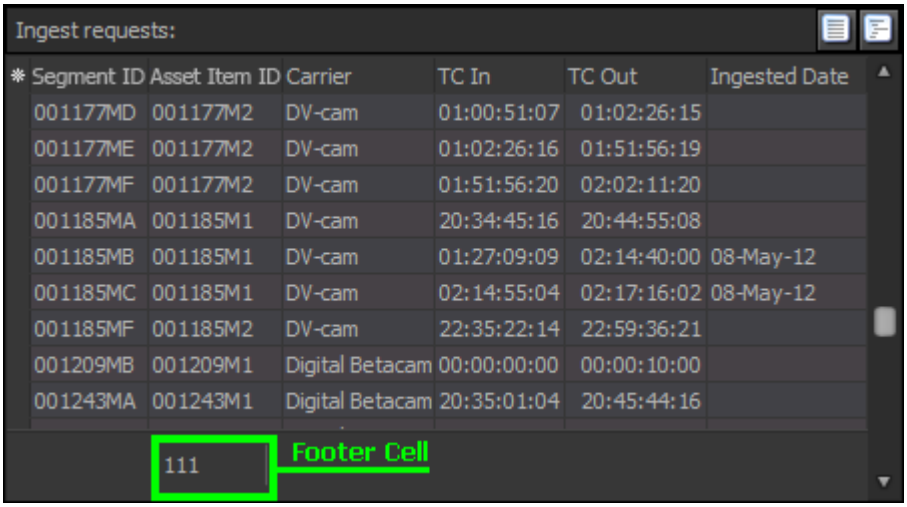
   A context menu with basic calculations appears.



Note
Depending of the type of data in a column (dates, alphanumeric data), all or only some of the calculations will be available.

4. Select the desired calculation.

In the footer cell the result of the calculation appears.

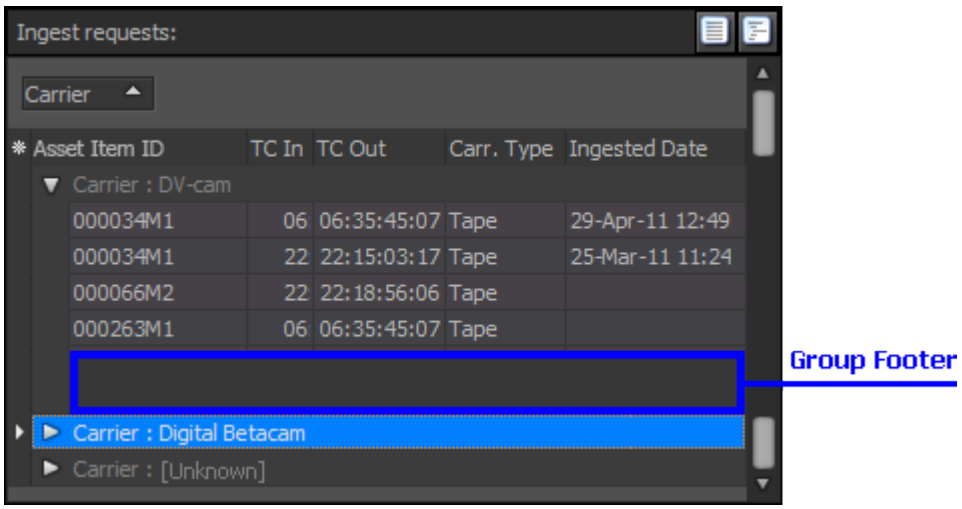


6.7.3. Performing Basic Calculations on Grouped Data

To perform basic calculations on data in a group, proceed as follows:

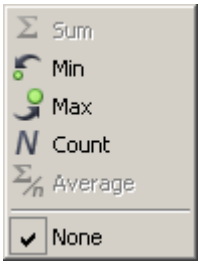
1. Right-click the header of any column in the grid.
2. From the context menu, select the **Group Footers** option. This option only becomes available when the data in the grid has been grouped.

A group footer is added to each group in the grid.



3. In the group footer, right-click the footer cell below the column whose data you want to perform calculations on.

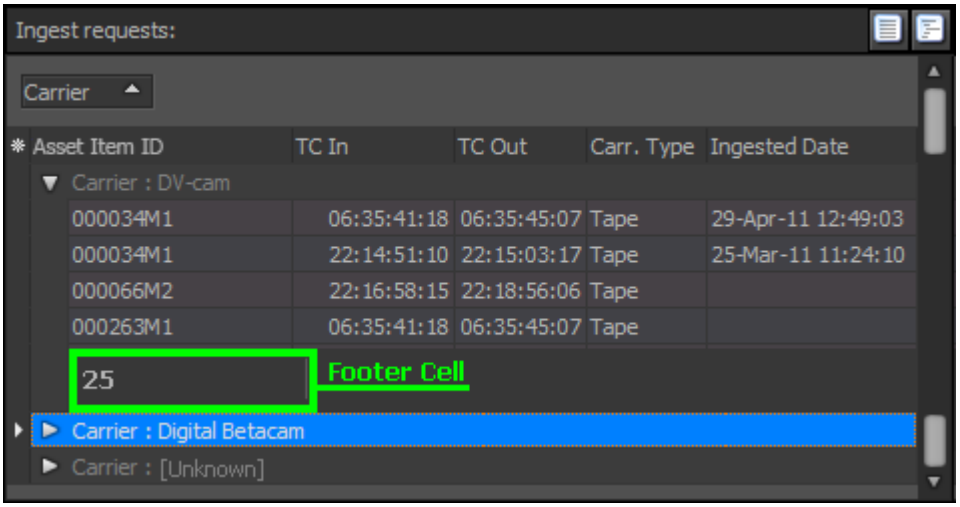
   A context menu with basic calculations appears.



> **Note**
> Depending of the type of data in a column (dates, alphanumeric data), all or only some of the calculations will be available.

4. Select the desired calculation.

In the footer cell the result of the calculation appears.

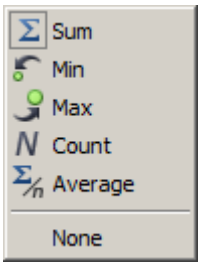


6.7.4. Removing Footers

You can remove the grid and group footers and also clear the content of a cell footer. Do one of the following:

- To remove the grid footer or all group footers, right-click any column header and in the context menu deselect the option **Footers** or **Group Footers**.

- To clear the contents of a cell footer, right-click it and from the footer context menu select the option **None**.



6.8. Printing and Exporting Data

The data in a grid can be printed and exported to Excel for reporting purposes.

How to Print Data

To print the data of a particular grid, proceed as follows:

1. Click the **Print** button above the grid whose data you want to print.

   A Print dialog box appears.

2. Click **Print** to print the grid data.

How to Export Data to Excel

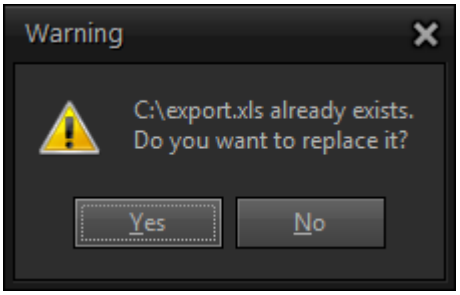
To export the data of a particular grid to Excel, proceed as follows:

1. Click the **Excel Export** button above the grid whose data you want to export to Excel.

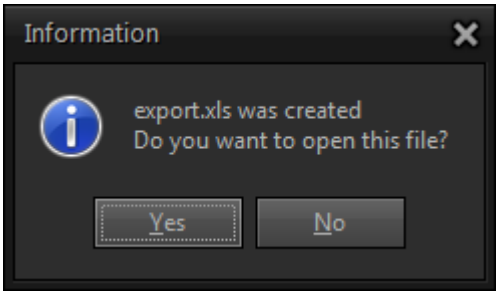
   An Excel file is generated.

2. Browse for the folder where you want to save the Excel file.
3. Enter a name in the **File Name** field or use the default name, and then click **Save** to save the file.

   If the folder contains an Excel file with the same file name, a warning message will appear asking you if you want to replace the existing file. Click **Yes** to continue and **No** to cancel the operation.



   Once you have saved the file, a message box appears asking you if you want to open the newly generated Excel file. Click **Yes** to open the file and **No** to cancel the operation.

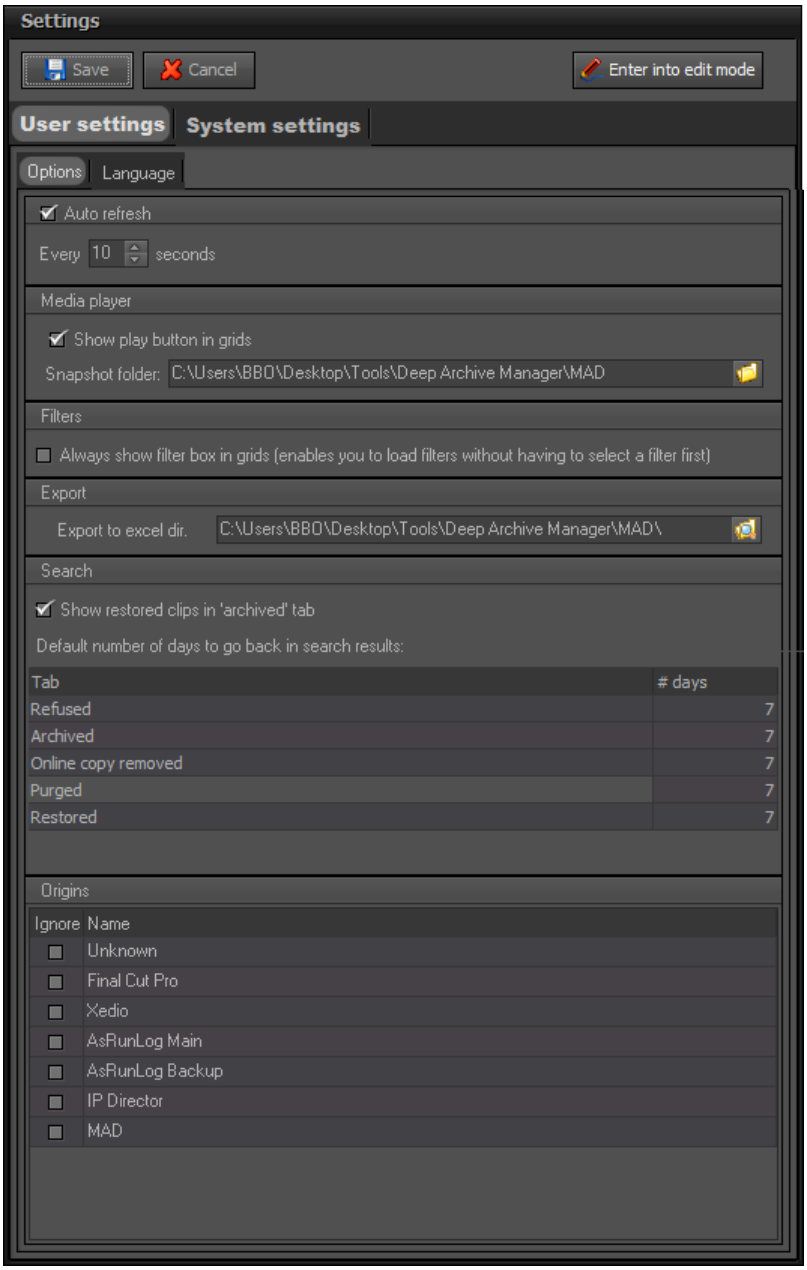


7. Configuring the Application

7.1. Settings Window

Opening the Settings Window

The Settings window allows you to configure your application. The first time the application is launched after it has been installed, the Settings window opens automatically.



The Settings window can also be accessed through the **Settings** menu.

Overview Setup Categories

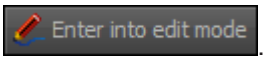
The settings can be divided into two setup categories. In the Settings window, a tab is provided for each setup category. The table below briefly describes each setup category:

Setup Category	Description
User Settings	These settings can be configured by each individual user.
System Settings	These settings configure the general functioning of the application. They can only be configured by the system administrator.

Edit Mode

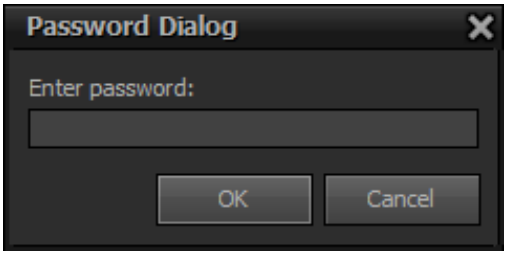
To be able to edit the System settings, you first have to enter a password.

To put the Settings window into Edit Mode, proceed as follows:

1. Click the **Enter Into Edit Mode** button 

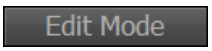
.

   A dialog box appears.



2. Enter the administrator password and then click **OK**.

   The Settings window enters into Edit Mode.



Note
Certain settings are read-only and cannot be configured. These can only be modified in the Configurator application. Other settings have to be configured locally.

Saving Settings

A **Save** button is provided which allows you to immediately save the changes you have made to the settings. With the **Cancel** button you can discard the changes you have made.

7.2. User Settings

7.2.1. Overview User Settings Subcategories

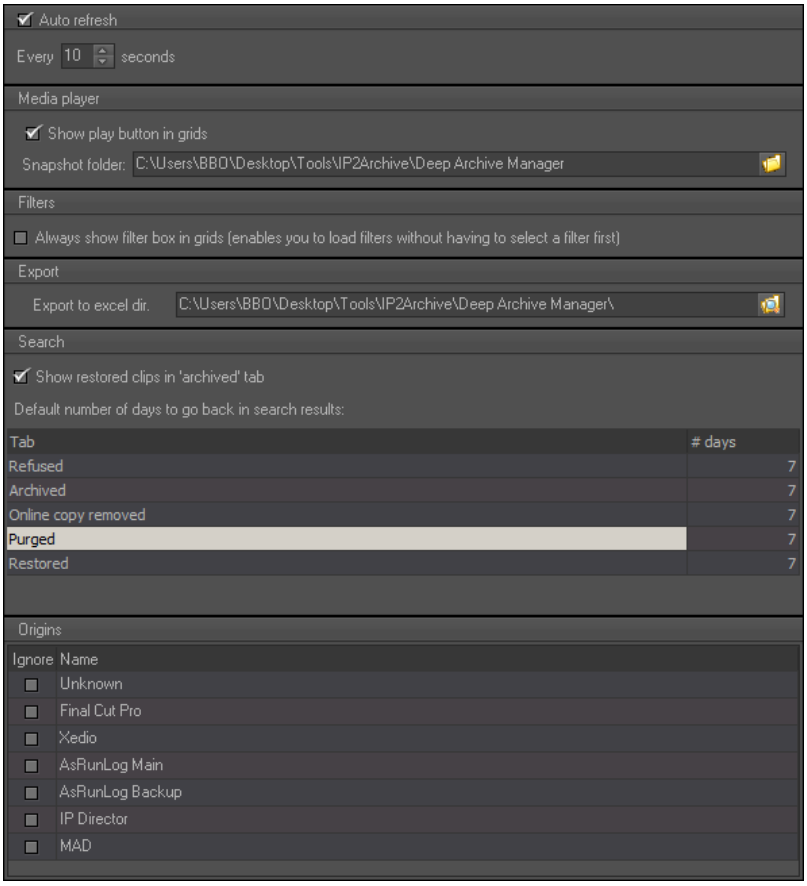
The User settings are divided into the following subcategories:

- Options
- Language
- Player

For each subcategory a tab is provided.

7.2.2. Options Tab

The Options tab contains various settings.



Enabling Autorefresh

In the Auto Refresh group box the autorefresh functionality can be enabled or disabled and a refresh interval can be defined. By default, the grids are automatically refreshed every 10 seconds.

Activating the Filter Bar

In the Filters group box you can activate or deactivate the display of the filter bar at the bottom of each grid, enabling you to load previously saved filters without having to select a filter first.

Specifying the Storage Folder for Excel Exports

The Export group box allows you to specify a storage folder for the Excel exports. By default, the installation folder of the application is selected.

Hiding or Showing Restored Files in the Archived Tab

The option **Show Restored Clips in 'Archived' Tab** allows you to hide or show restored files in the Archived tab. If selected, the files will be displayed. If not, the files will be hidden. The files will still be visible in the Restored tab.

Defining a Default Search Period

In the Search group box you can define the default date range of the date filters in the following tabs: Refused, Archived, Online Copy Removed, Purged and Restored tab. By default, the date range is set to the last 7 days.

Hiding Files Originating From a Particular Source

In the Origins group box you can select one or more origins, i.e. the source through which the files entered the deep archive system. The files belonging to these origins will no longer be visible then in the Deep Archive Manager. If you deselect an origin again, the files will become visible again.

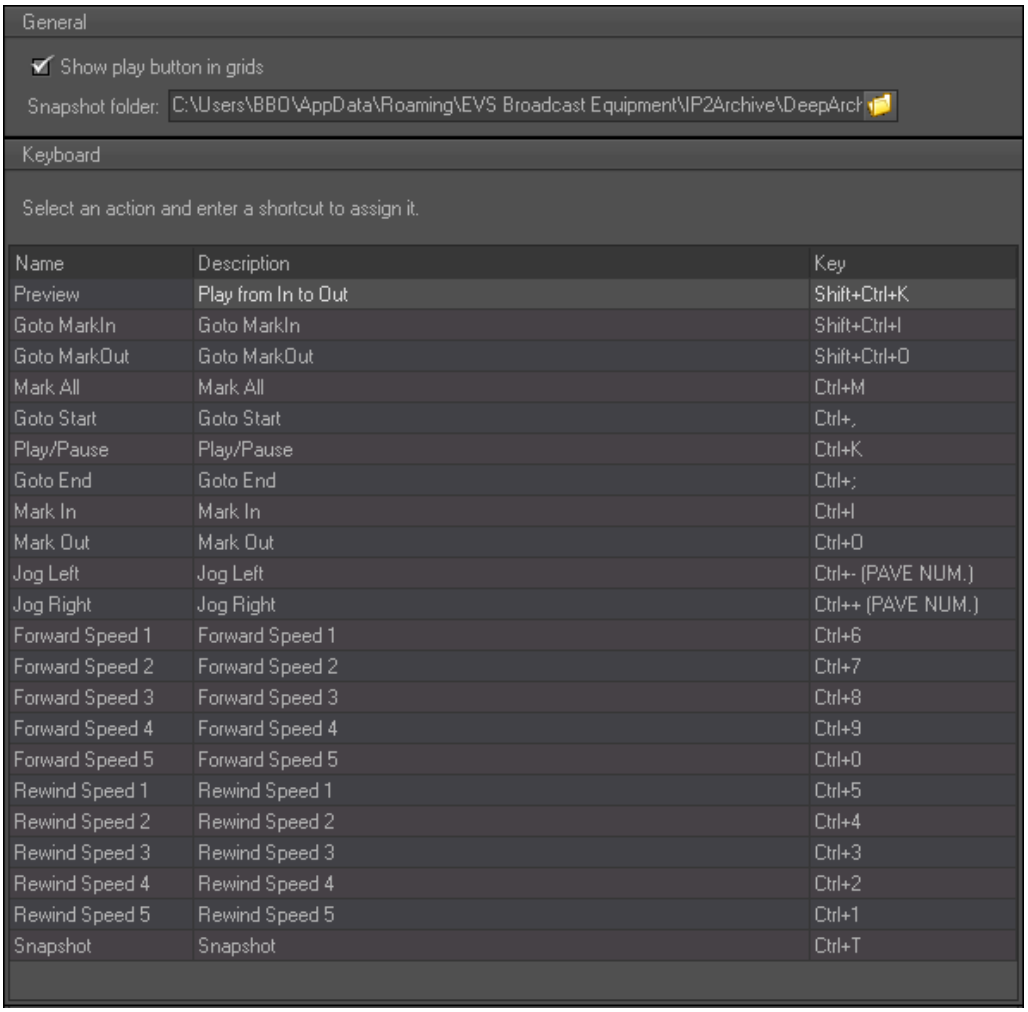
7.2.3. Language Tab

The Language tab allows you to change the language of the Deep Archive Manager user interface. The default language is set in the Configurator application, but can be changed locally. The language can be set per user.

7.2.4. Player Tab

NEW !

The Player tab contains settings in connection with the media player that can launched from within the Deep Archive Manager GUI.


General
Show play button in grids
Snapshot folder: C:\Users\BBO\AppData\Roaming\EVS Broadcast Equipment\IP2Archive\DeepArch
Keyboard
Select an action and enter a shortcut to assign it.

Name	Description	Key
Preview	Play from In to Out	Shift+Ctrl+K
Goto MarkIn	Goto MarkIn	Shift+Ctrl+I
Goto MarkOut	Goto MarkOut	Shift+Ctrl+O
Mark All	Mark All	Ctrl+M
Goto Start	Goto Start	Ctrl+,
Play/Pause	Play/Pause	Ctrl+K
Goto End	Goto End	Ctrl+;
Mark In	Mark In	Ctrl+I
Mark Out	Mark Out	Ctrl+O
Jog Left	Jog Left	Ctrl+- (PAVE NUM.)
Jog Right	Jog Right	Ctrl++ (PAVE NUM.)
Forward Speed 1	Forward Speed 1	Ctrl+6
Forward Speed 2	Forward Speed 2	Ctrl+7
Forward Speed 3	Forward Speed 3	Ctrl+8
Forward Speed 4	Forward Speed 4	Ctrl+9
Forward Speed 5	Forward Speed 5	Ctrl+0
Rewind Speed 1	Rewind Speed 1	Ctrl+5
Rewind Speed 2	Rewind Speed 2	Ctrl+4
Rewind Speed 3	Rewind Speed 3	Ctrl+3
Rewind Speed 4	Rewind Speed 4	Ctrl+2
Rewind Speed 5	Rewind Speed 5	Ctrl+1
Snapshot	Snapshot	Ctrl+T

General

In the General group box you can activate or deactivate the display of a **Play** button in the various grids of the Deep Archive Manager. With this button you can open a media player allowing you to play back the low-resolution version of a particular clip.

With the media player you can take a snapshot of a particular frame of the low-resolution video file. In the **Snapshot Folder** field, you can enter the path of the folder where the snapshots should be stored. You can also click to browse for the folder.

Specifying Keyboard Shortcut Keys

The Keyboard group box contains the keyboard shortcut keys that have been configured by default to control the media player.

To change a particular keyboard shortcut key, select it and perform the keyboard shortcut key you want to use instead. You can also change the description of a particular action.

The Media Browser can also be controlled with a ShuttlePro device. A `.pref` file will be provided by EVS in which the default media player shortcut keys are associated with ShuttlePro components (e.g. jog wheel, shuttle ring, buttons).

This `.pref` file has to be imported in the Shuttle Device Control panel, the component of the software that allows to manage the Shuttle device by defining and/or modifying application settings. The ShuttlePro device will have to be connected with the server or pc on which Media Manager is installed.

See the ShuttlePRO user manual for more information.

7.3. System Settings

7.3.1. Overview System Settings Subcategories

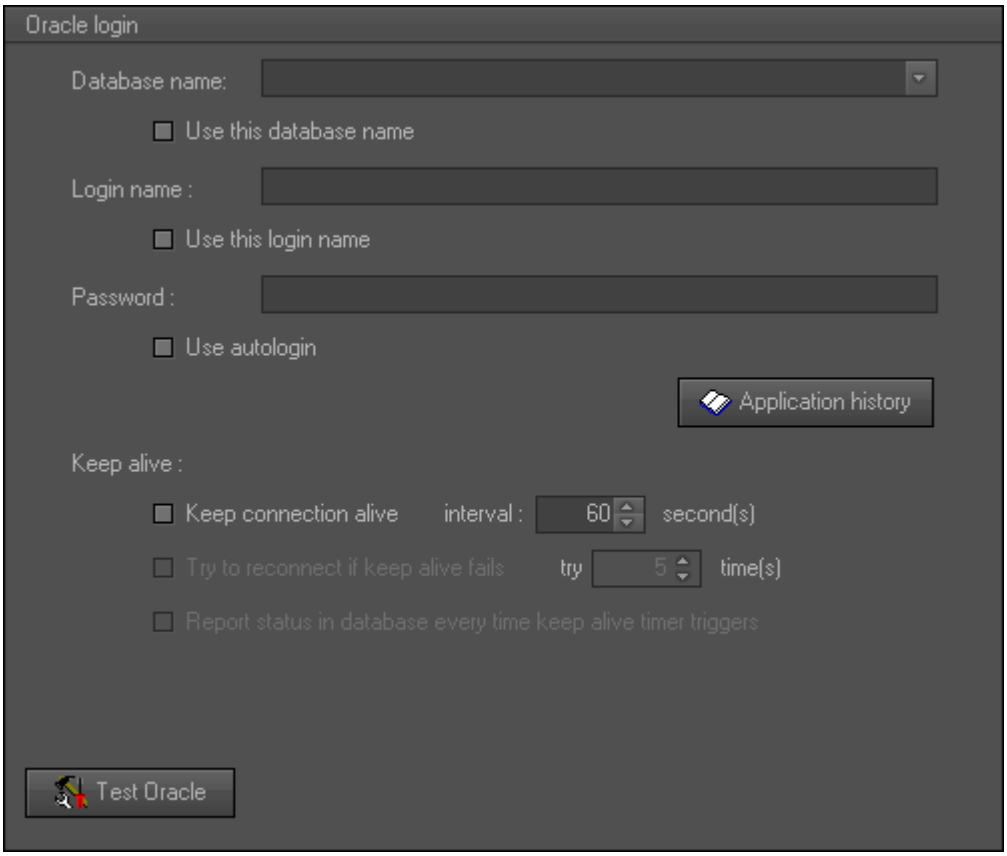
The System settings are divided into the following subcategories:

- Oracle Connection
- E-Mail Options
- IPDirector API

For each subcategory a tab is provided.

7.3.2. Oracle Connection Tab

The Oracle Connection tab allows you to configure the connection with the Oracle database.



Entering the Database Name

In this field you have to enter the name of the database the application has to connect to.

If the **Use This Database Name** check box is selected, the name of the database will automatically appear in the Oracle login dialog box at start-up.

Note that the database name will be automatically entered and the **Use This Database Name** check box will be automatically selected when you log into the application for the very first time.

Entering the Login Name

In this field you have to enter a login name. If the **Use This Login Name** check box is selected, the login name will automatically appear in the Oracle login dialog box at start-up.

Note that the login name will be automatically entered and the **Use This Login Name** check box will be automatically selected when you log into the application for the very first time.

Entering a Password

In this field you have to enter a password. If the **Use Auto Login** check box is selected, the application automatically logs into the selected database at start-up. The Oracle login dialog box does not appear.

Note that the password will be automatically entered and the **Use Login** check box will be automatically selected when you log into the application for the very first time.

Checking Application History

By clicking the **Application History** button, you can open a chronological list of all software versions of the application. To get more details about each version (creation date, name of programmer, status, additional remarks), you have to click **+** next to the version number.

Activating Keep Alive

If the option **Keep Connection Alive** is selected, a message is sent to the database at regular time intervals to avoid idle connections from being closed by the firewall. These intervals can be set by you.

Note that this option will be automatically selected when you log into the application for the very first time.

If the option **Try to Reconnect if Keep Alive Fails** is selected, the application will try a number of times to reconnect with the database.

If the option **Report Status in Database Everytime Keep Alive Timer Triggers** is selected, the status of the connection is reported in the database each time the Keep Alive Timer sends a trigger to send a Keep Connection Alive message.

Testing the Oracle Connection

The **Test Oracle** button allows you to check the validity of the database name, login and username you entered.

If these data are valid, then the following message appears next to the **Test Oracle** button: ‘OK’.

If the login name or password is invalid, then a message box appears with the following message: ‘ORA-01017: invalid username/password; logon denied’.

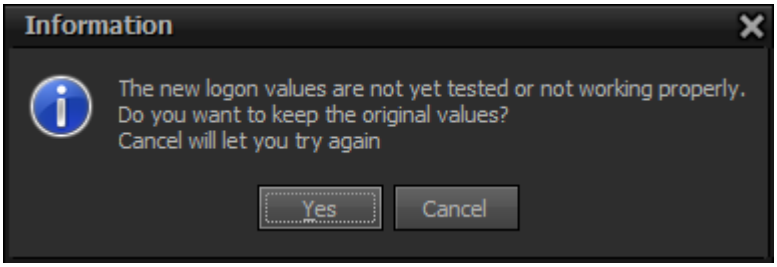
If the database name is invalid, then a message box appears with the following message: ‘ORA-12154:TNS: could not resolve the connect identifier specified’.

If you omit the password, then a message box appears with the following message: ‘ORA-01005: null password given; logon denied’.

If you do not enter a database name, login and username, then a message box appears with the following message: ‘ORA-12560: TNS: protocol adapter error’.

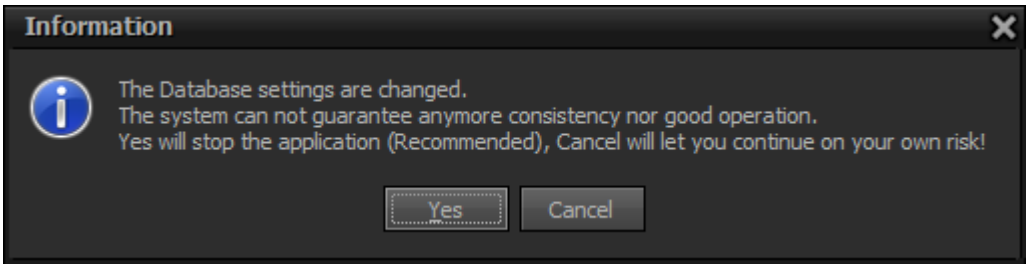
You can also check the software version of the application by clicking the **Test Oracle** button. If the software version is up-to-date, then the following message appears: 'Current– The Current Version'. If the software version is outdated, then the following message appears: 'Unknown Version Application! Please contact the EDP department.'

If you close the Settings window without testing the validity of the database name, login and username you just entered, then a message box appears.


Information
The new logon values are not yet tested or not working properly.
Do you want to keep the original values?
Cancel will let you try again
Yes
Cancel

If you click **Yes**, then the Settings window is closed and the original values are restored. If you click **Cancel**, then the Settings window does not close and you can test the values by clicking the **Test Oracle** button.

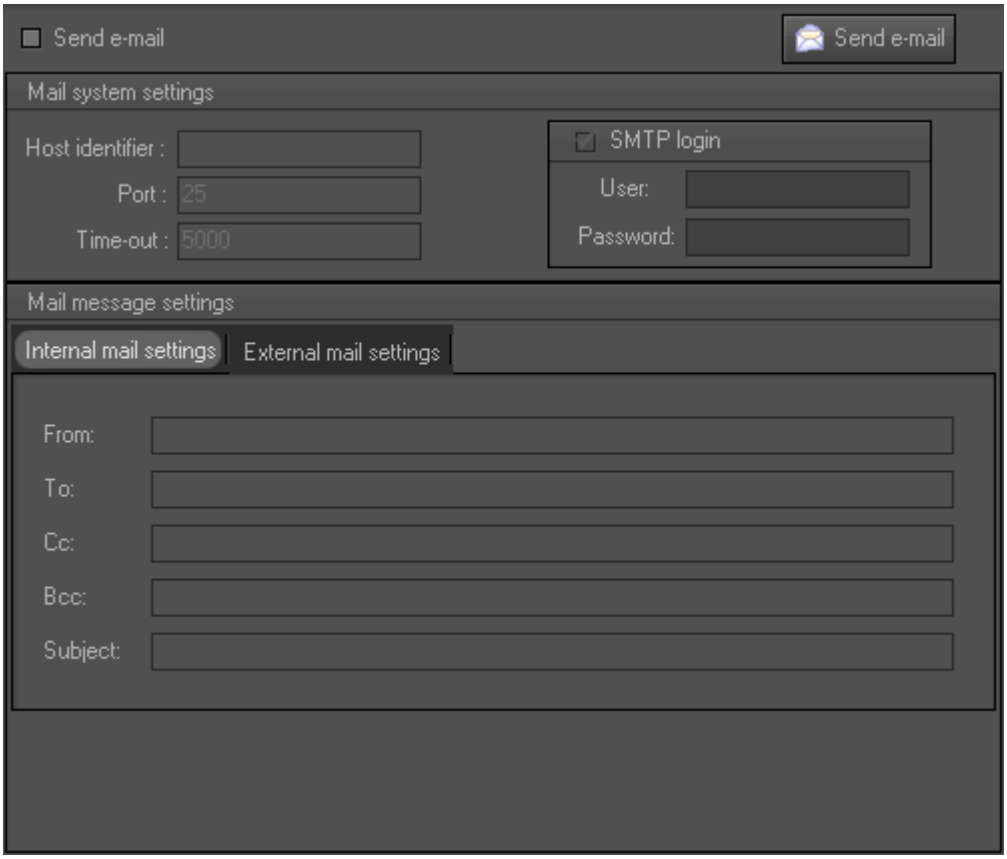
If you change the current database settings, test the connection and then close the Settings window, a message box will appear.


Information
The Database settings are changed.
The system can not guarantee anymore consistency nor good operation.
Yes will stop the application (Recommended), Cancel will let you continue on your own risk!
Yes
Cancel

If you click **Yes**, the application is stopped and closed. A manual restart will be required. Click **Cancel** to continue.

7.3.3. E-Mail Options Tab

In case the application is capable of sending e-mail messages, the E-Mail Options tab will allow you to configure an e-mail account, enter the e-mail address of the default sender and recipients, and enter a default e-mail subject. If the application is not capable of sending e-mail messages, the settings in this tab cannot be used.



To be able to configure the e-mail account, you have to select the **Send E-Mail** check box. The fields in the Mail System Settings and Mail Message Settings group box become available.

Configuring an E-Mail Account

In the Mail System Settings group box you have to enter the IP address and port number of the SMTP server and specify a timeout. In the SMTP Login group box you can enter a user name and password.

Configuring a Default E-Mail Message

The Mail Message Settings group box contains two tabs: Internal Mail Settings and External Mail Settings.

The Internal Mail Settings tab can be used to configure a default e-mail message that will be sent to the EVS developers and the customer when an error occurs.

The External Mail Settings tab can be used to configure a default e-mail message that will be sent to the customer to notify him about an error. In each tab you have to enter the sender's email address, the email address of the various recipients and a subject. It should be noted that this tab is not always used.

When you insert multiple e-mail addresses in any of the header fields, make sure you separate them by a comma.

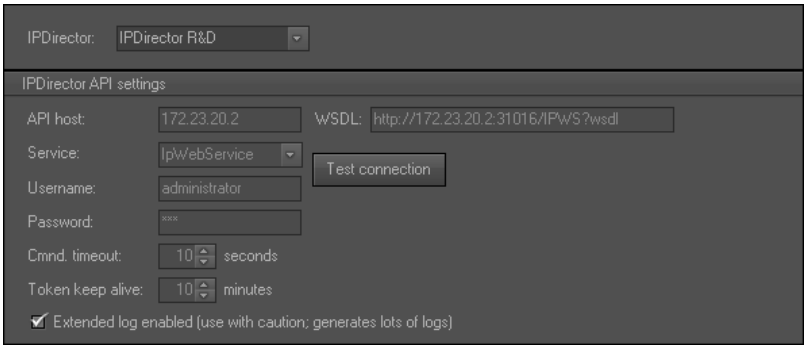
To test the settings and manually send an e-mail message, click the **Send Mail** button.

For the new settings to take effect, close and restart the application. Check the TOM.ini file in the `AppData\Roaming\EVS Broadcast Equipment\MAD\[Application]` folder for the e-mail addresses and subject entered here.

7.3.4. IPDirector API Tab

The IPDirector API tab contains the settings that configure the connection with the IPDirector API.

Most of these settings are read-only. They can only be configured in the Configurator application.



Selecting the IPDirector Instance

If your setup has multiple IPDirectors, you have to select the right IPDirector from the **IPDirector** field. The corresponding API connection settings will appear. If your setup has only one IPDirector, it will be automatically selected. The API settings related to the IPDirector instance will appear.

Configuring the Connection with the IPDirector API

NEW !

The IPDirector API Settings group box contains the data the application needs to be able to communicate with the IPDirector API:

- **API Host**: The IP address or hostname of the server that hosts the IPDirector API.
- **WSDL**: The path to the IPDirector API .wsdl file. This path is automatically calculated on the basis of the IP address of the server that hosts the IPDirector API.
- **Service**: The service through which the IPDirector API can be approached. This service is configured in IPDirector.
- **Username**: The username necessary to log into the IPDirector API.
- **Password**: The password necessary to log into the IPDirector API.

A **Test Connection** button is provided allowing you to test the connection with the IPDirector API. If all data is correct, the message 'Connected' will appear. Otherwise, the message 'Connection Failed' will appear.

The **Cmnd. Timeout** field contains the number of seconds the application will wait while IPDirector attempts to execute a command, before canceling the attempt and generate an error. By default, a time interval of 10 seconds is set.

By default, the API maintains a session for 1 hour. After a period of no activity, the session expires automatically. The **Token Keep Alive** field contains a time interval after which the session timeout is reset to prevent the session from timing out. By default, this is after 10 minutes.

If the option **Extended Log Enabled** is selected, additional information will be inserted in the application logs. For example, the API messages and parameters sent by the SOAP API client (= the application). By default, this option is not selected.

If the option **Trace Enabled** is selected, even more detailed information will be inserted in the application logs. For example, the entire SOAP messages sent between the SOAP API client (= the application) and the SOAP API server (= IPDirector API). By default, this option is not selected.

Corporate
+32 4 361 7000

North & Latin America
+1 973 575 7811

EVS Headquarters
Liège Science Park
16, rue Bois St Jean
B-4102 Seraing
Belgium

Asia & Pacific
+852 2914 2501

Other regional offices
www.evs.com/contact

To learn more about EVS go to **www.evs.com**

EVS Broadcast Equipment is continuously adapting and improving its products in accordance with the ever changing requirements of the Broadcast Industry.
The data contained herein is therefore subject to change without prior notice. Companies and product names are trademarks or registered trademarks of their respective companies.